# SFUSD Attendance Overview, Steps, and Resources

Attendance supports exist across a range of levels and can look different from community to community. In all cases, though, a strong attendance support program is based on school-wide systems designed to increase partnership with students and families and eliminate racism as experienced in the San Francisco Unified School District. A student's attendance can be impacted for many reasons, including discipline and safety concerns. See below for information and resources to support attendance at your school site. Consider how your team will plan for attendance support at each level.

*Due to budget cuts, support from the Student and Family Services Division is limited to Tier III support after the school site has completed a series of Tier 1 and 2 supports. The Child Welfare Attendance Liaisons are no longer part of the SFSD division, and the staff are now supporting CCEIS schools.*

| Support Level | Potential programs or action items | Resources or materials |
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| *Coordinated Care Team* | • All schools are required to have a fully functioning Coordinated Care Team in alignment with the components of Guardrail 2 "Whole Child"<br>• The Coordinated Care Team should have a diverse membership that can include…<br>  ○ Administrator<br>  ○ Attendance Point Person<br>  ○ Community Schools Coordinator/Beacon Director<br>  ○ School Counselor<br>  ○ School Psychologist<br>  ○ Classroom Teachers<br>  ○ Student representation<br>  ○ Family Representation<br>  ○ Etc.<br>• Proactive group family meetings around attendance<br>• Attendance Incentive Programs<br>• Every time you make contact with a family, check on their contact information | **Programming and Interventions:**<br>• Pre-Recorded: Lunch and Learn: Attendance, Chronic Absenteeism, Truancy Policies and Systems in SFUSD<br>• School-Wide Interventions<br>• Coordinated Care Implementation Guide<br>• Welcoming Classroom programs such as community-building circles<br>• Guardrail 2.1: Building Strong Attendance Systems<br>• Attendance + 10-Day Count for Principals |
| *Attendance Plan: Data Review System to inform school-wide programming and create action steps to support student attendance throughout the year* | Develop a system for the Coordinated Care Team to review school-wide attendance data **weekly** to identify trends and pinpoint students and families who may require individual support.<br>• Each school should create a Coordinated Care Team Plan, which includes attendance strategies. Please use this template to create your site plan.<br>• Utilize reports in Illuminate and Synergy to review attendance data<br>• Review effective research for strategies for Attendance from Attendance Works Smart Strategies for Reducing Chronic Absenteeism Post-Pandemic | **Data Review**<br>**Synergy -**<br>• ATD201 - elementary<br>• ATP401 - middle/high school (video)<br>• ATP401 -middle/high school<br>• U-TR100 For Coordinated Care Team Use (after truancy letters are processed)<br>• SFUSD Sensitive Servi… |
| *Schoolwide Attendance-Taking Practices for Teachers and Staff* | • Implement School-Wide Attendance Plan<br>  ○ Teachers enter attendance daily within the first 10 minutes of class period (secondary)/school day (primary)<br>  ○ Site staff call absent families daily<br>  ○ Clerical staff revise attendance daily to ensure | Student Attendance FAQ<br>**Administrator's Guide to Daily Attendance**<br>Best Practices in Attendance-Taking |

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| | accuracy<br>○ Schools prepare for annual attendance audit<br>○ **Schools receive the missing sections report (ATP602) on Mondays to review and correct attendance not been entered.** | • Tier 1 Attendance and Truancy Best Practices<br>• Tier 2 Attendance and Truancy Best Practices<br>• TIER 3 Support for Attendances |
| *Tier 1: Schoolwide Communication to families* | • Include information regarding attendance and the importance of attendance in welcome back packets (handouts by grade level), family orientations, back-to-school night, etc.<br>• Inform families on the process to have families report or correct an absence.<br>• School Messenger Daily Attendance Notifications: Auto dialer for student absences<br>• To ensure that all schools share consistent messaging about our district attendance policies, it is now **REQUIRED** for each site to use the district-wide messaging on their school websites. It is ok to add school-specific information below the required message (i.e., name, phone number, or email address of staff responsible for attendance, school start times, etc). | Attendance Awareness Resources (Drive) and Attendance Awareness Resources (Website)<br><br>Be Here! Social Media Schoolkit - FOR SCHOOLS<br><br>Attendance Works Resources<br><br>Tier 1- Draft a Plan for Strategies<br>Tier 1 Strategies for School-Wide Attendance<br><br>District-Wide Messaging for School Sites |
| *Tier 1: Parent Submitted Attendance via ParentVue* | Parents/Guardians can use the ParentVUE App to enter a **FULL day absence** via the ParentVUE portal on their mobile app or desktop site. | Parent Submitted Absences in ParentVUE Training for Clerks/Staff that process Attendance<br><br>ParentVUE Instructions for Parents/Guardians<br><br>One-Pagers for Families |
| *Tier 2: Truancy Letters via Synergy - LEAD resources.* | Truancy Letters: Truancy letters adhere to legal expectations that the district is responsible for when notifying families. Truancy letters will be automatically processed in Synergy and attached to the parent's Vue account on the 2nd Friday of each month.<br><br>Truancy letters are issued after the 3rd, 6th, and 10th unexcused absences. One absence is defined as being tardy for over 30 minutes (T30) or being absent for one or more periods in a school day.<br><br>School site best practices:<br>• After the 1st truancy letter, school staff connect with the student and family to discuss attendance concerns<br>• After the 2nd truancy letter, the CCT invites the student and family to a meeting to develop an attendance support plan (SART)<br>• After the 3rd truancy letter, the CCT follows up and invites the student and family to a meeting to review and make adjustments to the attendance support plan. | Truancy Letter Workflow<br><br>Truancy Letter Template Folder |

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| *Tier 2 and 3: Individual Student and Family Support planning for students at risk for truancy or truant* | • Host Coordinated Care Student and Family meetings and SSTs as needed<br>• Utilize the SART agreement to guide meetings<br>• Make resource connections with families as needed<br>• Conduct home visits as appropriate<br>  ○ Learning for Justice- Home Visits<br>  ○ Attendance Works- Home Visits | **Programming and Interventions:**<br>• Attendance Works Family Letter Template<br>• Attendance Works: Student Attendance Success Plans and My Family's Help Bank<br>• SST form<br>• SART agreement<br>  ○ Arabic<br>  ○ Chinese<br>  ○ Samoan<br>  ○ Spanish<br>  ○ Tagalog<br>  ○ Vietnamese |
| *Tier 3: Central Support for Truancy - Student & Family Services Division* | **All students are entitled to go through the truancy process.**<br><br>Students should be referred for district or county-level support if:<br>• **The student** is between the ages of 6 and 18.<br>• **The student** has received three (3) truancy letters.<br>• **The school** has conducted or attempted at least three (3) student-focused meetings to address attendance concerns.<br>• **The school** has attempted or provided at least three (3) attendance-related interventions.<br>• **The student** has not shown up in more than 10 consecutive days, and the school has made at least 5 attempts to communicate with the student and family, but has yet to be successful.<br><br>*****Even if the family remains engaged with the school site, students should still be referred. School staff should continue outreach and support the student and family, regardless of whether a referral has been made.**<br><br>1. School Site Submits Referral<br><br>2. SFSD will respond via email to the site within 5-7 business days<br><br>3. SFSD will consult with the school to gather more information and create an attendance plan.<br><br>**If central support is needed:**<br>SFSD will reach out to the family to gather more information and to inform them of our truancy policies and process.<br>Possible next steps:<br>  a. Short-term case management (monitoring student attendance for 6 weeks and providing interventions) to provide additional resources/referrals<br>  b. Possible referral to grade-level transfer panel<br>  c. Possible dropping a student (meeting ed code requirements)<br>4. Notify the school of the outcome | **Central Support for Truancy Slides**<br><br>• To submit a referral for students in Kindergarten (who are at least 6 years old) through 12th grade, **please use** the Central Support for Truancy Referral Form.<br><br>The Referral form will open **Monday, November 16, 2026,** and referrals can be made until **Friday, May 7, 2027.**<br><br>**For students in the 11th and 12th grade who are:**<br>1. Truant<br>2. Credit-deficient<br>3. DO NOT have more intensive needs:<br>• **First,** make a referral for truancy using the above link.<br>**Second,** fill out the Voluntary Low Credit Transfer to Alt School Form<br>Submitting this form triggers the alternative school to contact the family for an orientation and tour.<br><br>**Additional Resources:**<br><br>Transfer Panel Overview<br><br>Voluntary Low Credit Transfer to |

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| | | Alt School Form for Students with Complex Needs<br><br>Safety Transfer Request - Family-Facing Document<br><br>County Community School Referral Form<br><br>Safety Transfer Request Form |