



Starting Strong

Attendance Action Planning Worksheet

This tool is designed to help your school identify and prioritize strategic actions that will improve your chronic absence rates.

A. MENTORING TARGET STUDENTS

1. Identify your Target Students

Which students will you target from your list of students with a history of chronic absence? Will you focus on certain key grades or groups based on what your data tells you and where you feel you can make the most impact?

2. Identify your Success Mentors

Who will serve as your Success Mentors? Will you use internal school staff or might there be a partner organization that could provide the mentors? Do you have an existing mentoring program that can include a focus on attendance?

What are your expectations for your success mentors in terms of their responsibilities?

3. Select and assign Target Students to your Success Mentors so they are ready to go when the school year starts.

How will you match target students to success mentors (if you are using school staff, you want to match staff with students they would normally see in the course of their day)? How many target students will you match to each mentor?

4. Select your Attendance Initiative point person.

Who is the best fit for this role at your school? This person will be responsible for supporting the Success Mentors, staffing and running the weekly attendance meetings when the principal can't be there and ensuring the data gets compiled your each week for your weekly attendance meeting.

5. Plan to introduce your Attendance Initiative and your team of Success Mentors to your school staff.

When will this introduction take place? How will you create buy-in among your school staff for this project?

B. WEEKLY ATTENDANCE MEETINGS

6. Select the time/day for your weekly attendance meeting.

What is the best day/time for your team to meet?

7. Identify the members of your attendance team who will attend the weekly meetings.

Who are the key stakeholders from your school who should be included on this team? (Remember to include a representative from your school's key CBO partners, and consider the skills you will need on your team to be effective at analyzing data and identifying interventions.

C. FAMILY ENGAGEMENT

8. Select the date of your Parent Summit & Resource Fair (to be held during the first 8 weeks of school).

Date & time:

Who are the community partners you want to invite to your Parent Summit? Who from your staff will be the point person for the Summit, taking responsibility for inviting community resources and organizing the event?

How else will you share information with families about the importance of good attendance and the impact of chronic absenteeism on student success (e.g. Parent Toolkit from attendanceworks.org)?

D. SCHOOL-WIDE/UNIVERSAL STRATEGIES

9. Identify School-Wide strategies that will promote good attendance for all students.

How will you create a culture in which all students are motivated and informed about the importance of good attendance? What types of incentives/awards could you offer to students, their families and school staff to celebrate both perfect and improved attendance?

E. STRATEGIC PARTNERSHIPS

10. Identify resources in your community (community based organizations, ACS Community Partnership Program, etc.) with whom you can collaborate to help you address chronic absence.

Where are there opportunities for strategic partnerships?

If you have an afterschool program or other programs/services at your school run by partner organizations, how can you engage them in the fight against chronic absence (e.g., could they target chronically absent students from your Target List to join their programs? Could they help you spread the message about good attendance to students and their families?)

