Attendance and Truancy Department

Office of Student Support and Engagement

NETWORK LEVEL ATTENDANCE MEETINGS
• Networks are to share the monthly data reports (Monthly Attendance Report and Priority Group Deep Dive) with the school principals and attendance clerks), as well as provide these reports at the attendance sessions for the purpose of discussion.
• All attendance clerks should attend an attendance logistics PD and daily operations PD in the summer, as organized by the Network.
• All Networks are to host monthly attendance meetings.

MONTH	FOCUS
SUMMER	ALL ATTENDANCE CLERKS SHOULD ATTEND: • ATTENDANCE LOGISTICS PD • DAILY OPERATIONS PD
SEPTEMBER	**STARTER TOPIC: HOW DOES EVERYONE PLAY A ROLE IN ATTENDANCE?** Write the two questions below on a large sticky paper. • At your school, who plays a role in attendance? • What role do they play in attendance? Have participants write their answers down on post-it paper and have them post their responses under each question Read responses and ask for comments. Push the audience to consider all personnel in the building (i.e., lunch lady, security guard, main office staff) **WATCH:** A&T Webinar on the Attendance Dashboard page **DATA:** • Review A&T Monthly Attendance Report • Review A&T Monthly Deep Dive Report • Review Attendance Over Time on Dashboard • What goal does your school have for the month of September? Consider: What was your month end ADA value last year for September (check Dashboard)? • What will you do differently? • Remember goals should be steps, not leaps. If you were at 95.5, 95.8 is ambitious. If you were at 94.2 95.0 is ambitious. The lower you are the more ground you have available for improvement, but for sustainable improvement it needs to be part of the dialogue from the start • Communicate Network expectations around the chronic truancy/chronic absent lists from A&T **MANAGEMENT:** • Ensure all attendees have Dashboard access • Share copy of Attendance Office Review Tool • Are Universal Systems in place? SEL Specialist at the Network leads this portion • Are attendance procedures clear and public? How is attendance messaged as a daily priority? What communication has been sent home for families to understand the school's procedures and expectations around attendance? • Has a fair and clear graduation contract been created for 8th/12th graders? Are the expectations fair but strong? Has a parent meeting been set for signing?
OCTOBER	**STARTER TOPIC: HOW DOES YOUR SCHOOL USE PREVENTIVE ACTION TO LIMIT CHRONIC TRUANCY/CHRONIC ABSENTEEISM?** • Unpack the word "prevent" • Celebrate your first month wins. Everyone has to share a win they had with attendance. It is never too early to find success. The person who works at the oldest school begins.

	DATA: • Review A&T Monthly Attendance Report • Review A&T Monthly Deep Dive Report • Review Attendance Over Time on Dashboard • Did your school meet your goal for the month of September? Where did you improve? What challenges surfaced? • What goal does your school have for the month of October? Consider: What was your month end ADA value for October (check Dashboard)? • What will you do differently? What will you keep doing? • How is data shared with school teams? • Establish a culture of celebration. Recognize schools that are reaching their goals
	MANAGEMENT: • How are you addressing the students who are trending towards chronic truancy/chronic absence? • What steps do you take to determine the causes behind students who are already chronically truant/chronically absent? • How does the attendance office work with the other school teams that are in place? • <u>REMINDER: SET UP A COMPUTER LAB SO PARENTS/GUARDIANS CAN REGISTER FOR PARENT PORTAL DURING REPORT CARD PICK UP DAY</u> • <u>REMINDER: NOVEMBER SCHEDULING IS CHALLENGING. PLAN AHEAD BY PLACING ENGAGING EVENTS ON THE DAYS OF A DIFFICULT ATTENDANCE WEEK.</u>
NOVEMBER	**STARTER TOPIC: HOW WOULD YOU CHARACTERIZE THE FAMILIES OF YOUR SCHOOL?** • Create two columns with the topics: Challenging and Cooperative. Have everyone call out terms for both categories until there are about 8 terms in each column. • Ask for share outs regarding why those terms were given. Interject with "How do you cultivate that cooperative relationship?" or "Do we have any ideas on how to address that challenging relationship?"
	DATA: • Review A&T Monthly Attendance Report • Review A&T Monthly Deep Dive Report • Review Attendance Over Time on Dashboard • Did your school meet your goal for the month of October? Where did you improve? What challenges surfaced? • What goal does your school have for the month of November? Consider: What was your month end ADA value last year for November (check Dashboard)? • What will you do differently? What will you keep doing? • How is data shared with school teams? • Establish a culture of celebration. Recognize schools that are reaching their goals; recognize schools that are showing growth.

	MANAGEMENT: • November, December, and January are traditionally difficult attendance months. How is your school preparing proactively to maintain momentum? Determine school-wide efforts to maintain attendance during the week of Thanksgiving Break • **DEMONSTRATE:** Utilize the Attendance Over Time screen in Dashboard to show the decline in attendance in the prior year, and how it is important to shore that up early. • **CHECK:** How are you addressing the students who are trending towards chronic truancy/chronic absence? • **PRIORITY GROUPS:** Review STLS/IEP/ ESL/Early Childhood guidelines and best practices (If possible, invite the coordinator for your Network to come out and speak) • Are there any students who are in STLS who will need support in the cold weather? • Have your Network FACE Manager discuss parent engagement

DECEMBER	**STARTER TOPIC: WHEN YOU HAVE A STUDENT WHO IS DEMONSTRATING LOW ATTENDANCE, WHAT QUESTIONS DO YOU ASK? WHO DO YOU ASK?**
	This topic about engaging all stakeholders when troubleshooting an attendance issue. Use the following starter scenario to begin the questions to investigate:
	
	3rd grade student has missed 10 days of school, reason for absence notes do come in, and they all say the child is ill.
	
	Guide them to asking questions to develop a clearer picture:
	  o Are there siblings? If so, how is their attendance?
	  o Does the child need STLS consideration?
	  o Does the child have an IEP? 504? ELL consideration? Have the specialist(s) (STLS liaison, Case Manager, School Counselor, Bilingual Coordinator) been brought into the conversation?
	  o What home interaction has been had?
	  o What is the child's enrollment history?
	  o What information can the child's teachers share?
	  o Does the child have friends? Does the child seem happy in school?
	  o If any of these questions cannot be answered, those are the next steps.

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	MANAGEMENT: • Discuss how November went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared. Is there a plan in place for December and January? Determine school-wide efforts to maintain attendance prior to Winter Break. • **CHECK:** How are you addressing the students who are trending towards chronic truancy/chronic absence? • **PRIORITY GROUPS:** Review STLS/IEP/ ESL /Early Childhood guidelines and best practices (If possible, invite the coordinator for your Network to come out and speak) • **SQRP:** Have data strategist brief attendance personnel on how SQRP figures into the school report card. Present recent results
JANUARY	**STARTER TOPIC: IF SOMEONE CHARACTERIZED YOUR SCHOOL AS DOING "BUSINESS AS USUAL", WOULD THAT BE A POSTIVE OR NEGATIVE STATEMENT?** This topic is about avoiding ruts and recognizing frustration. People often look at the New Year as a chance to do better. Do schools have this same attitude with their challenging students? *Ask the participants to think about this phrase from the lens of:* • *A student at their school* • *A parent at their school* • *A community member near their school* • *A local business at their school* • *A teacher at their school* *Break the group up to mix the schools. Call out which lens they should apply, and have them discuss in their small group. Have them share out some of their results.*
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	MANAGEMENT: • Discuss how December went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared. Is there a plan in place for January? • Consider if attendance procedures need to be reiterated to students • **CHECK:** How are you addressing the students who are trending towards chronic truancy/chronic absence? • Are we entering the new year with policies and expectations clear to all stakeholders? • Do we need to re-evaluate out Tier 1/Universal systems? Do we have a positive attendance culture? How do we know? • For our high schools, because the Semester is coming to an end, what are we doing at the schools to make sure we are guiding students to credit recovery where necessary? • Invite a speaker from SOAR to come and speak • **PRIORITY GROUPS:** Review STLS/IEP/ ESL /Early Childhood guidelines and best practices (If possible, invite the coordinator for your Network to come out and speak)
FEBRUARY	**STARTER TOPIC: HOW DO THE WARMER MONTHS IMPACT YOUR SCHOOL?** Break the room into 4 groups. Ask each group to: • Identify 4 positive outcomes that come along with warm months and your schools • Identify 4 negative outcomes that come along with warm months and your schools • Have the whole group troubleshoot to address the negative outcomes
	DATA: • Review A&T Monthly Attendance Report • Review A&T Monthly Deep Dive Report • Review Attendance Over Time on Dashboard • Did your school meet your goal for the month of January? Where did you improve? What challenges surfaced? • What goal does your school have for the month of February? Consider: What was your month end ADA value last year for February (check Dashboard)? • What will you do differently? What will you keep doing? • How is data shared with school teams? • Recognize schools that are reaching their goals; recognize schools that are showing growth
	MANAGEMENT: • Discuss how January went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared. • Look at the Network and schools from a Semester 1 lens—including DQI. Network Data strategist should prepare cuts that provoke discussion around wins and opportunities to grow. • Discuss steps and expectations around these areas. • **CHECK:** How are you addressing the students who are trending towards chronic truancy/chronic absence?

MARCH	**STARTER TOPIC: HOW DOES YOUR SCHOOL ADDRESS AN ANGRY PARENT?** Break the room into smaller groups or keep them together—depending on how talkative they are. Read the following scenario. Ask them to listen and consider whether they would change how the situation was handled and/or how they would respond. *Ms. Smith enters asking to speak to the principal. The main office states the principal is not available. What does she need? Ms. Smith starts waving a crumbled 10-day truancy letter while yelling the following:* *"I just got a 10 day letter saying that I'm going to be prosecuted because my daughter is truant. Someone calls my house every day asking why Samantha (her daughter) is not in school. I tell them every time that she is sick. How is the school going to send a threatening letter when my child is ill? I don't want you calling my house anymore." The main office states, "let me call the attendance office to help you."* **DATA:** • Review A&T Monthly Attendance Report • Review A&T Monthly Deep Dive Report • Review Attendance Over Time on Dashboard • Did your school meet your goal for the month of February? Where did you improve? What challenges surfaced? • What goal does your school have for the month of March? Consider: What was your month end ADA value last year for February (check Dashboard)? • What will you do differently? What will you keep doing? • How is data shared with school teams? • Recognize schools that are reaching their goals; recognize schools that are showing growth. **MANAGEMENT:** • Discuss how February went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared • Look at the Network and schools from a grade level lens. Network Data strategist should prepare data summaries that provoke discussion around wins and opportunities to grow. • What preparation will be done to prevent any pre and post Spring break fall off? • **CHECK:** How are you addressing the students who are trending towards chronic truancy/chronic absence?

APRIL	**STARTER TOPIC: HOW DOES YOUR SCHOOL PROACTIVELY PLAN FOR MAINTAINING ATTENDANCE MOMENTUM?**
	• On a white board, large sticky, or overhead, write the following:
	    o Perfect attendance
	    o Quarterly improvement
	    o Individual improvement
	    o Grade level improvement
	    o Class improvement
	    o Weekly improvement
	• Ask the attendees to raise their hand (write the totals next to each topic) and indicate whether their schools provide recognition for each of the areas above
	• Discuss how they provide recognition
	• Highlight cost free recognitions
	• Underscore thinking outside the box when encouraging students to improve. Limiting recognition to only "perfect" attendance creates a small pool of students who have to maintain momentum

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- Review A&T Monthly Attendance Report
- Review A&T Monthly Deep Dive Report
- Review Attendance Over Time on Dashboard
- Did your school meet your goal for the month of March? Where did you improve? What challenges surfaced?
- What goal does your school have for the month of April? Consider: What was your month end ADA value last year for April (check Dashboard)?
- What will you do differently? What will you keep doing?
- How is data shared with school teams?
- Recognize schools that are reaching their goals; recognize schools that are showing growth

MANAGEMENT:
- Discuss how March went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared
- Discuss at-risk/high risk/chronic truancy and absence by school and Network
- How do your engagement efforts change at this time of the year? Network Data strategist should prepare data summaries that provoke discussion around wins and opportunities to grow
- Discuss steps and expectations around these areas

MAY

STARTER TOPIC: WHAT IS "THE END OF THE YEAR?"
Ask the participants to think about this phrase from the lens of:
- A student at their school
- A parent at their school
- A teacher at their school

Have them share out to the whole group or in small groups their different responses.
- Ask them why they have those attitudes. Is there a way to combat them?
- Does their school focus on SQRP data or ISBE data?

DATA:
- Review A&T Monthly Attendance Report
- Review A&T Monthly Deep Dive Report
- Review Attendance Over Time on Dashboard
- Did your school meet your goal for the month of April? Where did you improve? What challenges surfaced?
- What goal does your school have for the month of May? Consider: What was your month end ADA value last year for May (check Dashboard)?
- What will you do differently? What will you keep doing?
- How is data shared with school teams?
- Recognize schools that are reaching their goals; recognize schools that are showing growth.

MANAGEMENT:
- Discuss how April went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared.
- Look at the Network and schools from a grade level lens. Network Data strategist should prepare data summaries that provoke discussion around wins and opportunities to grow.
- What preparation will be done to prevent any pre and post Spring break fall off?
- **CHECK:** How are you addressing the students who are trending towards chronic truancy/chronic absence?

JUNE (IF TIME PERMITS)	**STARTER TOPIC: HOW DOES EVERYONE PLAY A ROLE IN ATTENDANCE?** Write the two questions below on a large sticky paper. • At your school, who plays a role in attendance? • What role do they play in attendance? Have participants write their answers down on post-it paper and have them post their responses under each question Read responses and ask for comments. Then re-share the results from the very first session in September. Ask participants to determine if there were any changes.
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	MANAGEMENT: • Discuss how May went as a Network and at each school. Show data publicly. Discuss what you see and what could be shared. • Reflect as a whole Network on what went well. Make this a session about success. • If funds permit, provide lunch.