

# Multi-Tiered System of Supports

## Attendance Protocols

### Overview

Attendance is critical to educational equity to ensure all students access the resources and support necessary for academic success. This framework for attendance provides a model for schools to use to promote students' attendance.

| <b>Tier I</b><br><b>Strategies to encourage improved attendance for all students</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Tier II</b><br><b>Interventions to remove barriers for students at risk of chronic absenteeism</b>                                                                                                                                                                                                                                                                                                                                                                      | <b>Tier III</b><br><b>Intensive interventions to provide support for student's individual needs</b>                                                                                                                                                                                                                                                                                                                                                                     |
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| <p><b>Educator:</b><br/>Staff Daily Attendance Procedures</p> <p><b>Staff and Multidisciplinary Leadership Team (MLT): Follow Tier I</b></p> <ul style="list-style-type: none"> <li>Office Staff Attendance Procedures</li> <li>Absence Procedures</li> <li>MLT Committee Overview</li> </ul> <p><b>Administration: Research</b></p> <ul style="list-style-type: none"> <li>Attendance Toolkit</li> <li>Attendance Incentives</li> <li>Regulations</li> <li>Parent Meeting Toolkit</li> </ul> <p><b>School: Long-Range Attendance Plan</b></p> <ul style="list-style-type: none"> <li>School Attendance Assessment</li> <li>Data Analysis Infrastructure</li> <li>Positive School Culture Strategies</li> <li>Clear Communication to Parents</li> </ul> | <p><b>Staff and MLT: Follow Tier I</b><br/>Absence Procedures</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>1:1 Parent Meetings</li> <li>Parent Group Attendance Meetings</li> <li>Parent Meeting Toolkit</li> </ul> <p><b>SEL Staff:</b><br/><b>Attendance Mentor</b></p> <ul style="list-style-type: none"> <li>Home Visits</li> <li>Attendance Cards/Contracts</li> <li>Daily check-in/Phone calls</li> <li>Attendance Incentives</li> </ul> | <p><b>Staff and MLT: Follow Tier II</b><br/>Absence Procedures</p> <p><b>MLT:</b></p> <ul style="list-style-type: none"> <li>Community Agency Collaboration</li> <li>Referral Home Visits</li> <li>Chronic Illness (SHS) or (Homebound)</li> </ul>                                                                                                                                                                                                                      |
| <b>Progressive Steps</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>Attendance Letter #1 = 3 Absences</li> <li>Notice of Truancy = Any number of unexcused absences (even period absences)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Attendance Letter #2 = 6 absences</li> <li>Contact Attendance Enforcement Dispatch to request an attendance check = 4–6 absences</li> <li>Notice of Truancy = Any number of unexcused absences (even period absences)</li> </ul>                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Attendance Letter #3 - 9 absences</li> <li>Truancy prevention program referral</li> <li>Contact Attendance Officers or liaisons for home visits</li> <li>Send official notices of truancy based on district policy/regulation or school attendance laws</li> <li>Denial of credit aligned to any seat time requirements, district policy/regulation, or education laws</li> <li>Credit recovery with academic support</li> </ul> |