

# Attendance Flow Chart

## Teacher Actions

**Daily**, mark students who are “absent” by 3:00 P.M. All other students default to present.

If the student shows participation prior to 11:59 P.M. that day, change student status to “present” in Skyward by 3:00 P.M. on the next school day.

Participation includes, but is not limited to:

- Daily logins or,
- Daily interactions with teacher to acknowledge attendance, (including messages, emails, phone calls, video chats), or
- Evidence of participation in a task or assignment

**Fridays** - check absence report from Attendance staff, which reflects absences from the 5 prior school days. Communicate any corrections by 12:00 Friday.

**Proactive relationship building:** contact family re: absences if you have not had any communication of the reason.

**Communication:** Contact parents for check-in on absences via email or phone with goal of eliminating barriers. Document contact attempts.

**Continue working on relationship building.**

## Trigger Points

Single Day  
Absence

3 or more absences  
w/o communication  
or participation

## Office Actions

Robo call will be placed.

Attendance staff will send an absence summary on Thursday evening, to include past five school days.

Office runs letters regarding attendance on Friday, which could include 3, 5, 7 or 10 unexcused absence letters. Letters regarding attendance are mailed by end of day Friday, following the above period for teacher review.

At three unexcused absences, in addition to the mailing of an attendance letter, the office will contact the family to arrange a meeting with the building principal or designee to complete required Attendance Barriers Assessment and Attendance Contract.. The Attendance Checklist will be started and a folder started in the drive for the student.

Tiered responses will occur at the building as developed by building administration. This should include monitoring attendance and evaluation of the completed assessment. This may include a meeting with the Attendance Support Team.

If the student is on an IEP or 504 plan, their team should be convened to meet with the student and family before the student reaches 5 unexcused absences.

Upon reaching 5 or more in one month (K-5) **or** 7 or more in one month (6-12) **or** 10 or more in a school year (K-12), of unexcused absences, a letter shall be sent and a Petition for Order Compelling Attendance shall be filed by the office.

If Attendance Support Team has not yet convened, a meeting will be set with the student and family.

## Taking Daily Attendance

- Teachers mark students absent each day by 3:00 pm. ***\*all students are assumed present each day, so you must change this if they are absent.***
- Students may participate/engage between 12:00 A.M. and 11:59 P.M. in order to be present for that day. On Friday this extends to 11:59 P.M. Sunday
- Recommended Best Practice - check assignments/messages/etc. each morning for the prior school day and adjust attendance accordingly
- **Thursday evening:** attendance staff will email out all unexcused absences from **the previous 5 school days** with the expectation that teachers review the list for any errors. Corrections must be communicated by noon on Friday. No response assumes attendance is correct as marked.