

## Elementary Attendance Flow Chart/Tiered Supports



### **STEP 1 Attendance problem identified discuss with Administration/Universal for All Students**

- Teacher contact the parent by phone, email, or in person with attendance concern/review solutions, formulate plan with parents on how parents with school assistance can solve attendance issues.
- **Document contact and plan in intervention screen in ENCORE. If contact cannot be made, document this in ENCORE under interventions and move to STEP 2** (Teacher can use Student services attendance resources <https://www.davis.k12.ut.us/departments/student-family-resources/truancyattendance>)
- These rescores can provide options for **Incentives** to overcome obstacles to consistent student attendance.

### **STEP 2 (If attendance issues are not resolved)/Universal for All Students**

Teacher will review the Attendance Letter screen as per school administration to determine individual students with attendance problems. **Teacher will also email the FIRST of three attendance letters located in ENCORE.**

### **STEP 3 (If attendance issues are not resolved)/Targeted Intervention**

Refer attendance problem to the administration. Administrator/Attendance Secretary will contact parent(s) by phone, email, or in person. Admin meets with guardians, the teacher, if possible, school counselor about attendance concerns.

- **Administrator will review previous Response to Interventions from steps 1 and 2, formulate a plan with parental agreement, including specific steps to overcome obstacles to consistent student attendance. (A Home visit may be necessary)**
- The administrator will also hand deliver, mail, or email the **SECOND** of three attendance letters that are located in ENCORE (Attendance Letter School Controls menu) **Document in Encore/ intervention**

### **STEP 4 (If attendance issues are not resolved)/Targeted Intervention**

**The administrator invites parents to meet with the LCMT (Admin, Teacher, Counselor, Tracker, School Psych, (SPED) SRO)**

- Discuss with Parents/student what is working, what is not working, and determine further plans with commitments by all in the meeting to partner with parents in committing to help the student to attend school consistently.
- Also, further reviewing attendance expectations with the parent(s) previous plans and Response to Interventions in steps 1, 2, 3 reminding the parents/student what has been discussed and agreed to in prior meetings (Contracts etc.)
- **Document this on the intervention screen in ENCORE.** The administrator will also hand deliver, mail, or email the **THIRD of THREE** attendance letters that are located in ENCORE. **\*\*Administration may use a court truancy mediator, or DCFS may also be contacted for educational neglect.**

### **STEP 5 (If attendance issues are not resolved)/Targeted Intervention**

Administration will submit the case to Student and Family Resources using the link below to access the Davis School District Elementary Compulsory Attendance Referral. <https://www.davis.k12.ut.us/departments/student-family-resources/truancyattendance>

- **Fill out form indicating all previous Interventions and Responses to those interventions and submit form to Davis School District Student and Family Resources for Attendance consultation. Document in ENCORE**