

**The School District of Volusia County
School Social Services
Matrix of Attendance Services**

Ongoing Action	School Responsibility	District Support
2022-2023 SY	<ul style="list-style-type: none"> Schools follow the Guidelines for Handling DNE's as noted in the Compulsory School Attendance Manual Schools follow the Procedures for Addressing Unexcused Absences as noted in the Compulsory School Attendance Manual Teachers record accurate attendance and late to class daily Attendance designee updates attendance records Attendance designee views the FOCUS Letter Queue daily to show students with 15 absences (excused and/or unexcused) and mails/emails 15-Day Doctor's Note letter to parent(s) requesting doctor's verification for absences. If previous medical documentation or knowledge of a chronic condition for which absences are anticipated (i.e. COVID quarantine), there is no need to send this letter MTSS or IEP Committee convenes to address attendance concerns and initiate/monitor interventions 	<ul style="list-style-type: none"> Assist schools with contact of DNE students prior to the Survey 2 submission to DOE and after until lists have been resolved to W02 Generate monthly attendance reports for each school Maintain ongoing contact with attendance designee and attendance committee members Provide consultative services as needed Contact parent/student as needed
Excessive Unexcused Absences		
5 unexcused absences within 30 days	<ul style="list-style-type: none"> Attendance designee views the FOCUS Letter Queue daily to show students with 5 unexcused absences within a calendar month and mails/emails letter to parent(s) Teacher/school staff contacts and/or conferences with parent and/or student 	<ul style="list-style-type: none"> Review monthly attendance reports and provide consultative services to school staff
10 unexcused absences within 90 days	<ul style="list-style-type: none"> Attendance designee views the FOCUS Letter Queue daily to show students with 10 unexcused absences within 90 calendar days and mails/emails letter to parent(s) Attendance designee gives names to the MTSS Chair or DPS/IEP Facilitator MTSS Chair or DPS/IEP Facilitator contacts parent/guardian regarding an attendance meeting through the MTSS or IEP review process At secondary level, include the student at the attendance meeting Attendance referral may be submitted if the process has been followed and interventions have proven to be ineffective 	<ul style="list-style-type: none"> Review monthly attendance reports and provide consultative services to school staff Participate in attendance meetings if available Respond to attendance referrals and provide follow-up
Excessive Unexcused Tardies/Early Checkouts		
	<ul style="list-style-type: none"> School staff monitors tardies/checkouts using attendance reports and notifies parents (i.e. letter and/or Volusia Connect messages) and school personnel For excessive tardies/early checkouts, follow the MTSS or IEP review process for addressing attendance issues Attendance referral may be submitted if the process has been followed and interventions have proven to be ineffective 	<ul style="list-style-type: none"> Provide consultative services to school staff Participate in attendance meetings if available Respond to attendance referrals and provide follow-up