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Attendance and Truancy Monitoring Video Script

The Educator Dashboards contain several attendance metrics including average daily attendance, daily attendance rate, class period absence rate, days absent, and tardy rate. Monitoring students' daily attendance and days absent can help educators to identify students with chronic absence issues. In addition, class period absence rates and tardy rates are early warning indicators of absence problems and can help to identify students who make it for the daily attendance check, but are still missing valuable instructional time.

Flagging early warning signs of attendance problems
Melisa Giles is a math teacher at McDaniel Middle School. She is using the dashboards to review the students in her sections. She notices several red metrics on student Michelle Mc Neils academic dashboard page.

Michelles attendance is usually good; in fact Ms. Giles has never noticed her on the attendance intervention list that the truancy clerk a circulates. However, three of her attendance metrics are below goal. Ms. Giles uses the attendance page to investigate details of the problem. Michelle has five absences over the student goal of 7. And her Class period absence rate is below goal as well.

Using the more menu, Ms. Giles sees Michelle's absence and tardies calendar . Ms. Giles makes a note to speak to Michelle about the trend she is seeing, and find out if it is an isolated problem. Ms. Giles also uses Michelle's student information page to find her parent contact information so that she may follow up with her parents and set a meeting if necessary.

Key Message : Identifying and monitoring students with chronic attendance problems and truancy
Mr. Miller, the attendance and truancy officer at Riddell High School, uses the dashboards to identify attendance problems. He is responsible for identifying students who may not receive credit for their coursework because they fail to meet the state requirement of 90% or higher attendance and for identifying students who are truant or absent ten or more unexcused days. Mr. Miller wants to focus on the students who are at-risk of becoming truant. He looks at the attendance and discipline page of the campus dashboard. Using the more menu he pulls a list of students who have 8 or more absences year to date. He is familiar with the names of many students on the top of the list. He sorts the list in ascending order to identify students that are not yet on his truancy list, but are at-risk. He can click on the student name to see if their days absent are excused or unexcused [S6] . He can use the navigation at the top of the page to go to the next student on the list. Mr. Miller notes students who have 8 or more unexcused absences and adds them to his at-risk truant Student List. He shares this list on a monthly basis with home room teachers and counselors.

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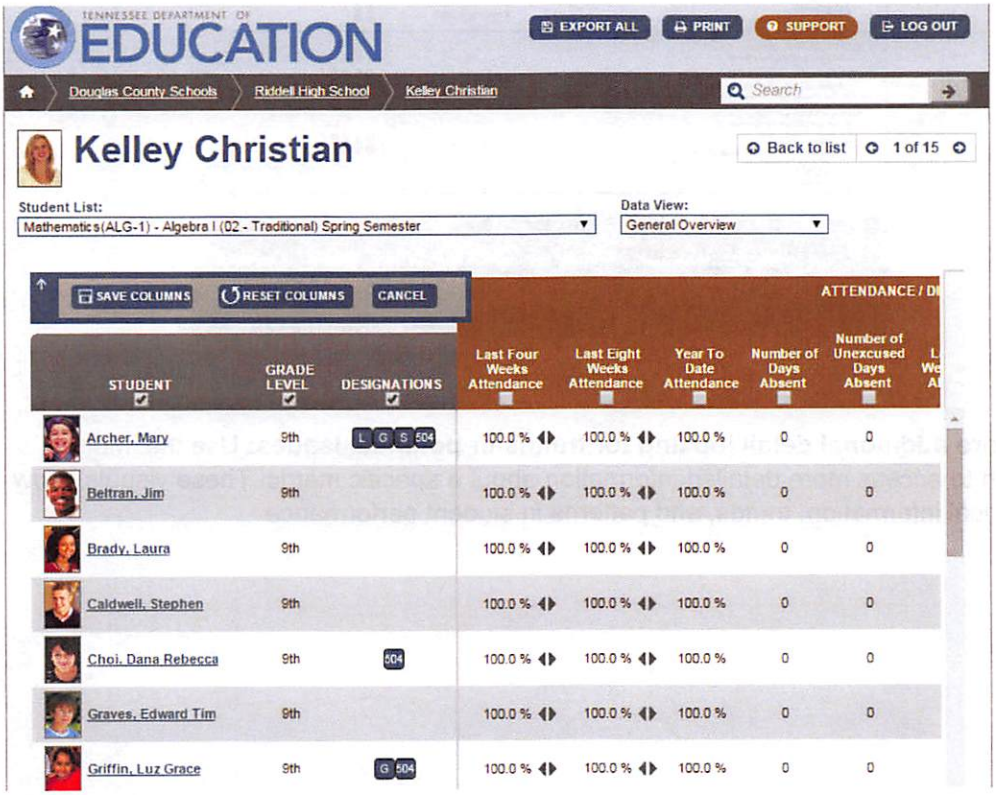
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Attendance and Truancy Monitoring

These steps outline strategies for using the Educator Dashboards identify and monitor attendance and truancy issues at the classroom and campus level.

Monitoring Individual Student Performance

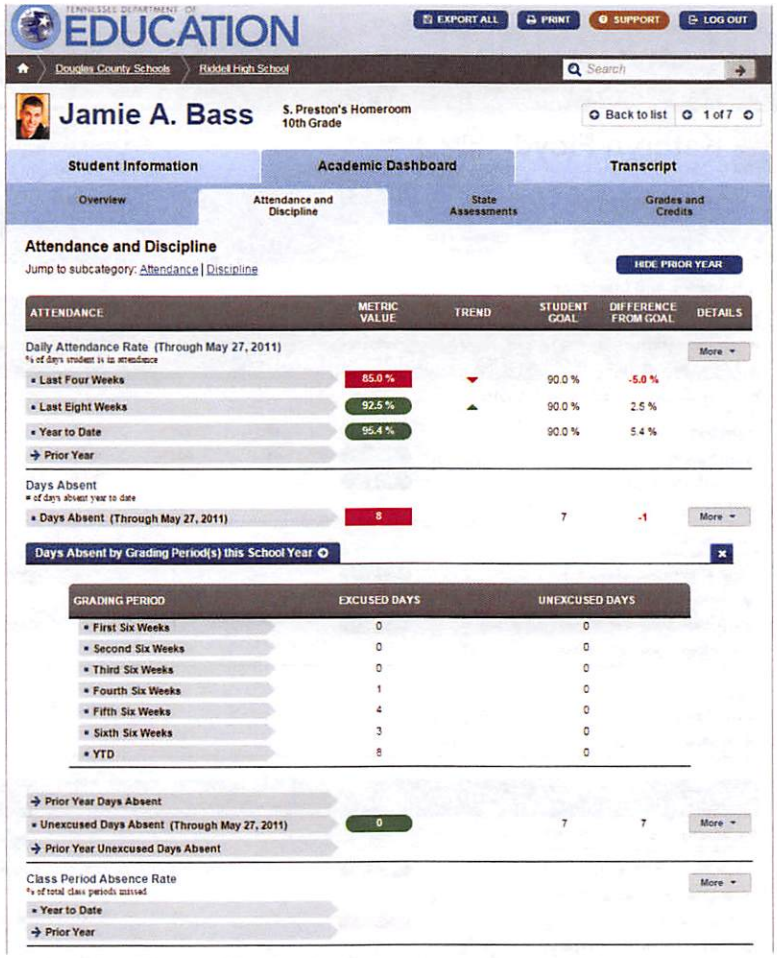
1. **Sort the Classroom View:** Sort the list of students based on appropriate attendance metrics. To add additional metrics to your default view, click 'Customize View' and 'See More Data.'



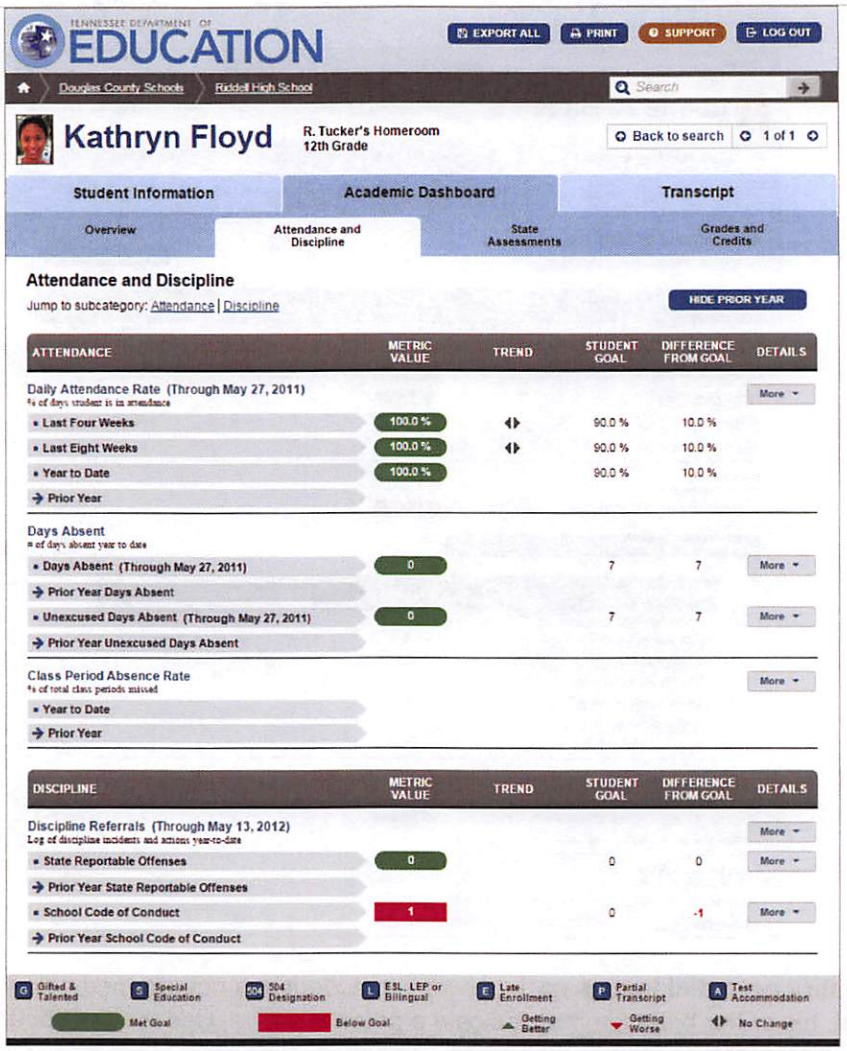
2. Select a student and review his or her Student Academic Dashboard: Click on a student's name and review the Attendance and Discipline tab for areas of concern. Red metric Indicators show that the student has not met the campus goal.



3. **Explore additional detail looking for trends or potential issues:** Use the 'More' button to access more detailed information about a specific metric. These visuals show historical information, trends, and patterns in student performance.



4. **Identify potential issues early:** Even if a student has not dropped below the campus goal, his or her behavior may indicate a potential issue. Use the dashboards to make an early intervention plan.

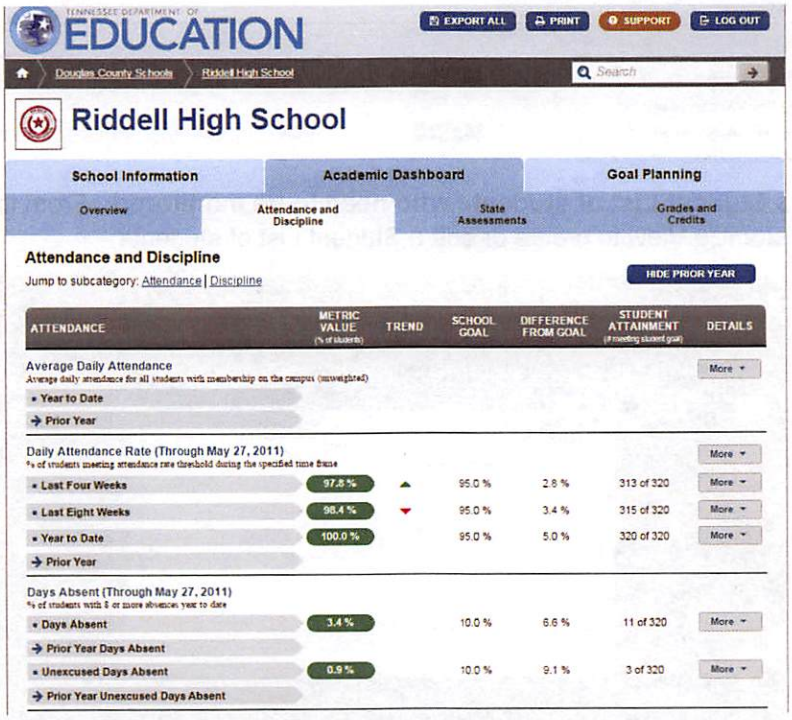


5. **Contact the student's parent or guardian:** Use the parent contact and home language information found on the Student Information page to support a conversation about the attendance issues with the student's family.

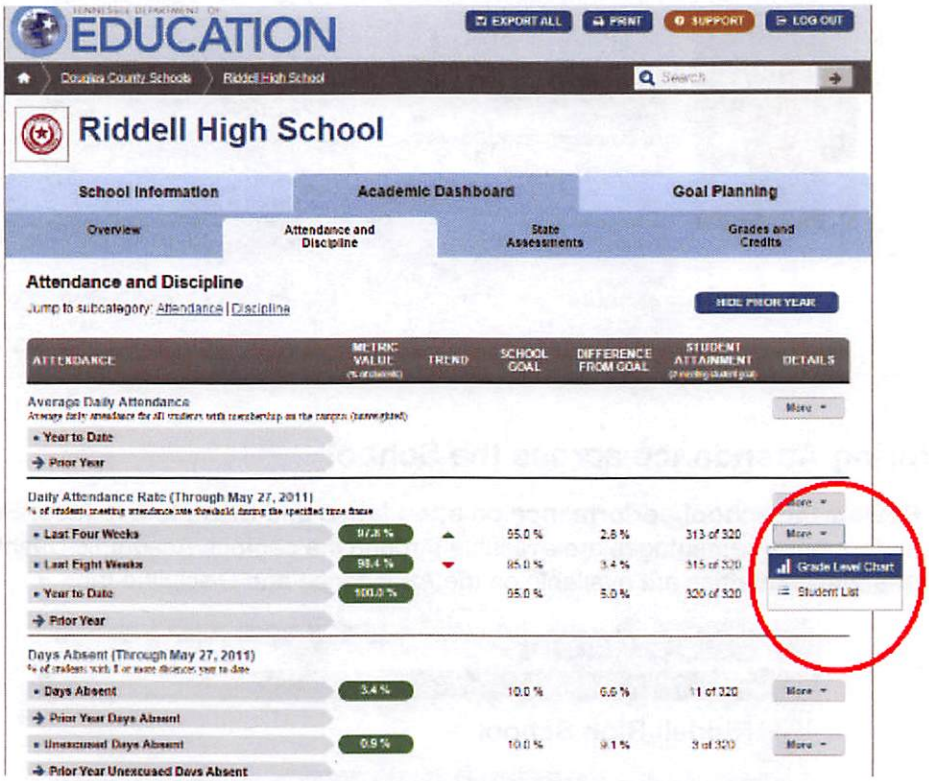


Monitoring Attendance across the School

1. **Review the school performance on attendance and discipline issues:** School performance percentages are available through the campus Academic Dashboard. Attendance metrics are available on the Attendance and Discipline tab.



2. **Generate a list of students not meeting the school goal:** Users within school access, including truancy officers, can use the More menu to generate a list of students not meeting the school goal.



3. **Create a Student List of students who need to be monitored:** From the student list, click Customize View to create or edit a Student List of students.

