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

Ongoing Action	School Responsibility	District Support
2024-2025 SY	• **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, there is no need to send this letter** • **MTSS or IEP Committee convenes to address attendance concerns and initiate/monitor interventions**	• **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	• **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**	• **Review monthly attendance reports and provide consultative services to school staff**
10 unexcused absences within 90 days	• **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**	• **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	
	• **School staff monitors tardies/checkouts using attendance reports and notifies parents (i.e. letter and/or Focus Communications 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**	• **Provide consultative services to school staff** • **Participate in attendance meetings if available** • **Respond to attendance referrals and provide follow-up**