The School District of Volusia County
School Social Services

Attendance Planning Guide for Schools

Date: _____ **School:** _____ **Principal:** _____

Participants

Name/Title	Name/Title

This guide is intended to assist schools in planning for the implementation of the attendance procedures. These questions follow Florida State Statute 1003.26 requirements and district procedure. Assigning staff to these duties will ensure that early interventions are initiated, the necessary documentation is completed, and built-in responsibilities for monitoring student attendance are in place.

Habitual Truancy Rate last year: _____% **Chronic Absenteeism Rate last year: _____%**

Attendance Rate last year: _____% **District Attendance Rate last year: 90.49%**

The goal is to reduce the Chronic Absenteeism rate by 10% which would equal to _____%.

PST Attendance Committee Members *(Name/Title)*	IEP Attendance Committee Members *(Name/Title)*

1. **What is your individualized attendance improvement plan? What attendance initiatives will you be implementing this year to promote school attendance?**

2. **If any, what are the barriers to implementing the attendance procedures? How will you overcome them?**

3. **How will you communicate the attendance procedures to your staff? Does the social worker need to do a MTSS (IPST) training regarding attendance?**

4. **What is your tardy to school procedure (i.e. all students check in at office, etc.)?**

5. **What is the procedure for teachers when they receive correspondence from parents regarding reasons for absences?**

6. **How are parents notified of the attendance policy 206 (i.e. communicating reason for all absences, when to provide doctors notes, procedure for late/tardy check in, procedure for early check out)?**

7. **Who is the school designee(s) responsible for minimizing the DNE (Did Not Enter) list? Who will be generating the DNE letters in FOCUS and adding log entries?**

8. **Who is the backup registrar and attendance clerk?**

9. **What are the ways you communicate with parents regarding their child(ren)'s absences? Are you reaching out to parents of students with good school attendance?**

10. **Who is the designee responsible for printing and adding log entries for the Compulsory School Attendance Letters?**

11. **Who is the designated contact person(s) for teachers with regard to attendance issues and procedures (ESE and general education students)?**

12. **What is your process for monitoring compulsory school attendance in order to forward to the MTSS Chair for an Attendance meeting to be scheduled?**

13. **Who is the designee(s) responsible for completing IPST 5 "Request for Individual Problem Solving Team Assistance" (for general education students)?**

14. **How are parents being invited to attendance meetings? Who is the designee(s) responsible for generating and sending out the "MTSS-IPST Parent Invitation Letters" for an attendance meeting? If the parent responds they cannot attend on the specified date, what is the procedure?**

15. **How are ESE students with attendance concerns being addressed? How is it determined if the attendance is addressed at MTSS (IPST) or via IEP Review meeting?**

16. **Who is the designee(s) responsible for completing ESE Request for Assistance/Attendance form at the IEP Meeting?**

17. **What is the process for monitoring interventions? If further intervention is needed, who is responsible for submitting the Attendance Referral packet for general education or ESE students? ALL forms must be completed in Focus.**

18. **Who is the designee responsible for reviewing the DHSMV reports on a daily basis in order to inform the clerk to input particular codes into FOCUS to transmit the student(s) name to DHSMV?**

19. **Who is the designated person(s) responsible for completing the Exit Interview/Drop-out Survey for 16 to 17 year old students wishing to terminate school enrollment?**

Needs for this school year: