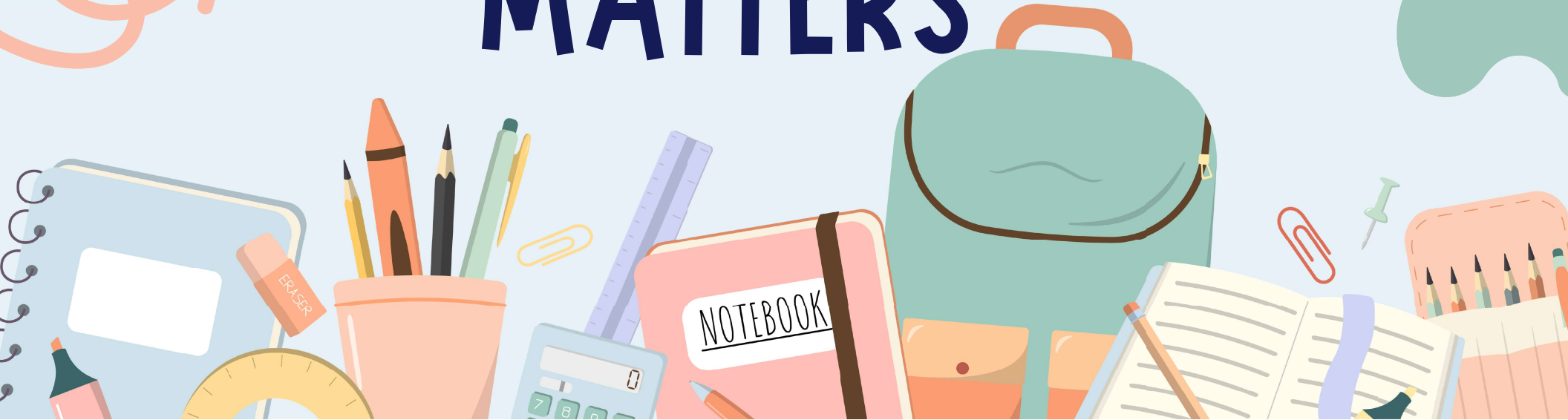
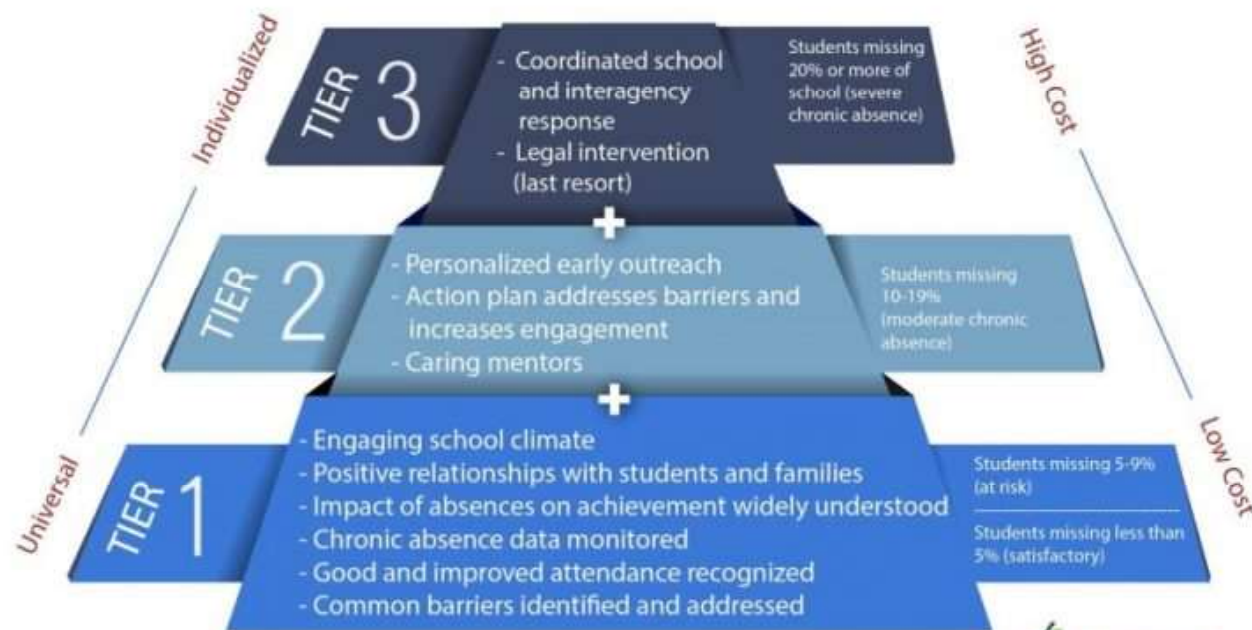


ATTENDANCE MATTERS



SET THE EXPECTATIONS



www.attendanceworks.org



SEPTEMBER IS NATIONAL ATTENDANCE AWARENESS MONTH

**THE 2026–2027 NATIONAL THEME IS
"YOUR PRESENCE MATTERS"**

TIER 1



TIER 1

**GOOGLE DRIVE WILL BE SHARED
AFTER TRAINING.**



STEP 1

When student misses 3 or more days
in 30 calendar days

Teacher should contact
parent/Guardian through phone
call, email or text

Document teacher contacts
under the "Contact Tab"
Not under the "Attendance Tab"

TIER 1



Step 2

**WHEN STUDENT MISSES 5 UNEXCUSED DAYS
IN 30 DAYS OR 10 UNEXCUSED DAYS IN 90
DAYS.**

**Student's name will generate on
the FOCUS Attendance alert**

**Best practice is to review alerts
weekly and complete actions.**

TIER 2



STEP 2

	6 Records - Attendance Child Study Needed
	59 Records - Homeless - School
	2 Records - My Open Social Worker Referrals
	4 Records - Reports with errors (as of this morning)
	1 new student
	38 students absent today

TIER 2

Step 2

1ST TIME ON ALERT:

**School should determine what is
necessary as the first intervention.**

**LETTER/
EMAIL TO
PARENT**

**PHONE
CALL**

**MEET WITH
STUDENT**

**PARENT
MEETING**

TIER 2

Step 2

DOCUMENT INTERVENTIONS AND NOTES UNDER "ATTENDANCE TAB"

**By documenting intervention, the student's
name will be removed from the FOCUS
Attendance Alert until student misses
additional days.**

**Please put your initials in the
comment box.**

TIER 2



Step 2

"ATTENDANCE TAB"



Unexcused Absences Since Last Attendance Log Entry

No Records Found

Attendance Log

Export Filter: ON

	SSW Present	Notes	Attendance Meeting Notes	Outcome of Attendance Meeting	Upload
	☐				(Save to Upload)
	☐	numbers or			No Files
	☐	accommodi			20231009_114043.pdf

TIER 2

STEP 3

2ND TIME ON ALERT:

If a student re-appears on the attendance alert, a formal Attendance Child Study meeting with parents must be scheduled. Conduct the meeting even if parent does not attend.

A school designee at each school is responsible for scheduling and facilitating attendance child study meeting with parent.

Additional school staff may provide input in person at meeting or in writing.

An meeting invitation is to be sent to the parent/guardian in writing by mail. (10 day notice.)

TIER 2

ESCAMBIA COUNTY STUDENT ATTENDANCE INTERVENTION PLAN

The purpose of the Attendance Child Study Team Meeting is to identify the reason(s) for the student's excessive unexcused absences and develop plans necessary to improve the student's future attendance.

Florida law requires schools to take measures to assist the student and his/her family in resolving attendance problems.

IDENTIFICATION INFORMATION

Student's Name:	School:	Date of Birth:
Address:	Parent/Legal Guardian(s):	ID#:
	Home Phone:	Cell Phone (s):

STUDENT ATTENDANCE HISTORY (Provide copy of FOCUS attendance printout to parent)

Current School year	Unexcused absences	Excused absences	Tardies
Prior School year	Unexcused absences	Excused absences	Tardies

Plan of Action by School

Check all that apply:	Actions	Notes
	Assess for need of alternative school setting	
	Attendance Contract	
	Community resources for parent	
	Connect students with school clubs	
	Evaluate student's schedule (make changes if needed)	
	Health Screening	
	Morning Check -in	
	Mentoring - Peer and/or adult	
	Recommend review by the RTI team/ Recommend for behavior	
	Referral to counseling on campus/community	
	Referral to school personnel	
	Review Grades	
	Schedule teacher/parent conference	
	Attendance Incentives	
	Weekly teacher communication with parents	

Recommendations for Parent/Guardian: _____

Parent/Guardian attended in person.

Parent/Guardian did not attend meeting (Please attempt to contact parent/guardian through phone and/or email)

Parent/Guardian contacted via phone (Phone number contacted: _____)

Parent/Guardian contacted through email (Email contacted: _____)

This meeting is held because your child is not in compliance with mandatory school attendance laws. Under Florida Law, any child between the ages of six (6) and sixteen (16) must attend school unless (a) the child is ill, (b) a family emergency, (c) a death in the immediate family, or (d) an absence has prior approval of the principal. Florida Law further states that students who are not in school for one of the reasons listed above must be under parental supervision during school hours on a regular school day. The State of Florida holds the parents responsible for a student's attendance and for **properly notifying** the school of the reasons for the student's absences. Your child's absences are in violation of Florida Law.

_____ Administrator/Designee	_____ Date	_____ Parent/guardian Signature	_____ Date
_____ School Personnel – Signature and title	_____ Date	_____ Parent/guardian Signature	_____ Date
_____ School Personnel – Signature and title	_____ Date	_____ Student's Signature	_____ Date

To be Completed if the parent/guardian attends the meeting or contact with parent/guardian was successful via phone/email.

Plan of Action by parent/guardian		
<i>Check all that apply:</i>	Actions	Notes
☐	Communicate weekly with your child's teacher	
☐	Create FOCUS Parent Portal and review often	
☐	Develop a back-up plan for transportation	
☐	Provide daily praise/reward to student	
☐	Provide parent or dr note to school within 3 days of absence	
☐	Provide updated address/ phone number to school	
☐	Review student's folder/homework nightly	
☐	School Attendance Contract (attached)	
☐	Volunteer at your child's school if applicable	
☐	Other:	

What is the nature of the student's attendance barriers? (please check all that apply)					
Transportation		Home		Health	
☐	Distance to school	☐	Tending to younger siblings	☐	Pregnancy
☐	No money for transportation	☐	Family illness	☐	Disability
☐	Missing bus	☐	Teen Parent	☐	Poor Motivation
☐	No reliable means of getting to school	☐	Physical/sexual abuse in the home	☐	Medical problems
☐		☐	Lack of basic necessities	☐	Anxiety/Depression
Academic/School		☐	Substance abuse in the home	☐	Substance abuse
☐	Problems with teacher or other school staff	☐	Homeless/housing instability	☐	Lacking medical care/immunizations
☐	Poor academic performance	☐	Domestic violence	☐	Other mental health concerns
☐	School Discipline	☐	Runaway	☐	School Avoidance
☐	Suspended from school	☐	Violence Dating	☐	Behavior Issues
Safety				Other	
☐	Surrounding neighborhood not safe	Social		☐	Bullying Reported on district site
☐	Does not feel safe	☐	Personal relationships	☐	Gang Activity
☐	Gangs	☐	Financial issues	☐	Travel/Out of town
☐		☐	Difficult peer relations	☐	

Please specify the details of the attendance barrier(s) checked above and describe any other applicable areas of concern not listed above:

Step 3

ATTENDANCE CHILD STUDY MEETING

PURPOSE OF MEETING



**to identify the barriers
the student is
experiencing for school
attendance**

**to build rapport with
parent and student**

**to develop and
implement strategies
in order to resolve the
attendance problem**



IMPORTANT LINKS

**Attendance Letters and forms are on
the District social work department
page for your your convenience.**



Tier 2

Step 3

**Document interventions and notes under
"Attendance Tab"**

**By documenting intervention, the student's
name will be removed from the FOCUS
Attendance Alert until student misses
additional days**

**Upload the completed CST intervention
form under "Attendance Tab"**



Step 4

**IF THE STUDENT CONTINUES TO HAVE UNEXCUSED
ABSENCES:**

Parent contact by school has been completed

**Attendance Child Study
meeting was held and document uploaded**

**Interventions have been attempted for at
least 30 days and have not been
successful**

TIER 3

**THEN ENTER SCHOOL SOCIAL WORK
REFERRAL IN FOCUS.**

**MAKE SURE YOU COMPLETE ALL FIELDS AND DOCUMENT AT LEAST
THREE SCHOOL CONTACT ATTEMPTS.**



HOW TO ENTER A SCHOOL SOCIAL WORKER REFERRAL



Referral

Print a Form/Letter

[Return to School Social Workers Referral](#)

* Referral Status	<input type="text"/>
* Referral Date	<input type="text"/>
* Referred By	<input type="text"/>
Referred By Other	<input type="text"/>
Entered By	<input type="text"/>
* Entered Date	<input type="text"/>
* School Social Worker	<input type="text"/>
* Reason Code	<input type="text"/>
Navigator	<input type="text"/>
Navigator Reasons	<input type="text"/>

Description

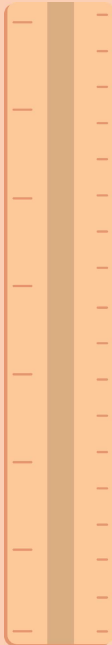
Actions Taken By The School - Required Fields

Contacts

Export

Filter: ON

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Contact Attempt	Contact Date	Contact Type	Contact Notes
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 
- CHECK SOCIAL WORK REFERRAL ALERT IN FOCUS TO SEE RESULTS USUALLY WITHIN 72 HOURS.



ERASER

- KEEP IN MIND: PARENTS MAY HAVE ACCESS TO VIEW THE REFERRAL.
 - PROVIDE DETAILED INFORMATION IN THE REFERRAL DESCRIPTION BUT CONTACT SOCIAL WORKERS DIRECTLY WITH ANY CONFIDENTIAL INFORMATION THAT IS PERTINENT.
 - IF THE REFERRAL IS URGENT, ENTER REFERRAL IN FOCUS THEN CONTACT YOUR SOCIAL WORKER VIA PHONE/TEXT.
 - SOCIAL WORKERS DO NOT RECEIVE AN ALERT ABOUT REFERRALS. WE CHECK OUR REFERRALS DAILY AND WORK AS QUICKLY AS POSSIBLE.
- 

Step 4

DOCUMENT INTERVENTIONS AND NOTES UNDER "ATTENDANCE TAB"

By documenting intervention, the student's
name will be removed from the FOCUS
Attendance Alert until student misses
additional days

TIER 3

STEP 5

IF THE STUDENT CONTINUES TO HAVE UNEXCUSED ABSENCES AFTER THE FOLLOWING:

- Parent contact by school has been completed.
- Attendance Child Study meeting was held.
- Interventions attempted for at least 30 days were not successful.
- School Social Worker contact has been completed.
- Child has 15 or more unexcused absences in 90 Calendar days.



At the monthly meeting, the school designee and social worker will assess appropriateness for truancy court.

The final decision to refer to Truancy Court is at School Social Worker's discretion.

THANK YOU!
QUESTIONS?



Elementary Code of Conduct

Chapter 3: Attendance Florida law requires that school age students attend school. Students should attend school every day and remain all day.

Attendance is defined as being present from the first bell to the dismissal bell.

Students may need to miss school due to illness. Students with excused or unexcused absences, or suspensions will be allowed to make up all missed work if it is requested by the student or parent/guardian either during the absence or on the first day the student returns to school. Partial credit may be given for work assigned during a student's unexcused absence or suspension. A note explaining a student's absence must be submitted within three (3) days of returning to school. The note can be handwritten, sent by email, or uploaded through the parent portal in FOCUS. Each absence must be explained.

Parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence. A note may be written requesting an absence be excused and should include the student name, the date(s) of absence, reason, and parent's/caregiver legal name. Excusable

absences include: ● That which is caused by the illness of a student, serious illness or documented death in the family, or quarantine. ● That which has the sanction of both parents/guardians and principal. This agreement should be made prior to the absence. ● That which the principal deems excusable because of unusual circumstances. ● That which recognizes absence for a religious holiday. Prior administrative approval of the absence is required. ● That which results from a visit to the parent/guardian/immediate family member who is being deployed or who is returning from a tour of duty in the military. ● That which is for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida Law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Absences related to illness or injury of the student shall be excused upon receiving notification by the parent/guardian for absences of no more than five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days. Absences related to illness or injury of the student that exceed five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days may require a physician's statement. After the student exceeds the ten (10) days of absence, at the level director's discretion, a doctor's note may be required for all subsequent absences that are due to illness. The physician's statement should indicate the student is under his/her care and the date/s (or period of time) that the care is medically necessary for the student to be absent. Absences

related to illness or injury that exceed the number of days described above and lack a physician's statement, if required, may be recorded as unexcused absences. Any student who accumulates five (5) unexcused absences in a thirty (30) calendar day period or ten (10) days in a period of ninety (90) calendar days will be referred to an attendance child study team. The student's unresolved or chronic attendance problems, which include excessive tardies and/or early checkouts, will involve District school social workers and a possible referral to the court system. The student's parent/guardian shall be notified, and a meeting will be scheduled to identify potential remedies. This policy applies to absences from individual class periods, as well as to absences from the entire school day. 1003.26, F.S. Teaching and learning occurs from bell to bell. When a student arrives late to school, it negatively impacts the opportunity for student success. Students who check in or out of school for a medical appointment must provide a parent note upon returning to school for the absence to be excused. Students will receive an excused absence for an absence related to the observance of a religious holiday. Students will be allowed to make up any work missed as the result of the absence. Students attending school out of their attendance zone must be on time and maintain good good attendance and behavior in order to remain at their school of choice



Each absence must be explained. Parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence.

A written note is requested in order for an absence be excused and should include the student name, the date(s) of absence, reason, and parent's/caregiver legal name.

FLORIDA STATUTES 1003.26
ENFORCEMENT OF SCHOOL ATTENDANCE