

Tier 1 Attendance Self-Assessment

Directions: Note the status of each potential Tier 1 practice/intervention. After you have rated the status of all the items, for those items rated as <i>"Partially In Place"</i> or <i>"Not In Place"</i> determine priority for development/improvement.						
Status			Item	Priority for Development		
In Place	Partially In Place	Not In Place		High	Med	Low
Teaming						
			Develop a school attendance team			
			Identify clear roles and responsibilities for attendance monitoring and follow through			
			Regularly review attendance data (minimum bi-weekly)			
			Report out on daily attendance rates			
			Examine patterns of absenteeism			
			Develop relationships with community agencies			
			Limit the use of out of school disciplinary practices			
For All Teachers						
			Ensure instructional strategies and classroom practices include frequent collaboration & high-levels of active engagement			
			Educate school personnel on policies, procedures, and early warning indicators of school refusal behavior			
			Review and reward teacher attendance			
For All Students						
			Implement a Social & Emotional Learning (SEL) curriculum			
			Structure homeroom/first period to quickly identify absent students			
			Consider the layout of campus (e.g., open campus)			
			Improve areas of social congregation			
			Increase monitoring during high-risk times			
			Post materials in hallways emphasizing attendance			
			Emphasize ways to minimize illness (e.g., hand washing, flu immunization)			
			Reward students for attendance			
			Foster a wide range of extra-curricular activities			
			Develop a plan for providing homework to absent students			
For All Families						
			Family Communication Materials . . .			
			• are in all relevant languages			
			• explain the legal limit for absences, definitions of truancy, and lawful consequences of excessive absenteeism			
			• note early warning indicators of school refusal			
			• provide school/community supports and resources			
			• identify a contact person for families concerned about attendance			
			• explain academic/credit/graduation requirements and impact of absences on grades			
			• provide written guidelines for when to keep a child home			
			Reiterate expectations at school events (e.g., concerts)			
			Immediate notification to parents as soon as absence is known			
			Problem-solve transportation barriers			