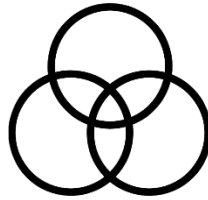




MODULE 05: SETTING UP AND STRUCTURING A CAMPUS ABSENTEEISM / TRUANCY PLAN



CUSTOMIZING AN ATTENDANCE SYSTEM TO MONITOR STUDENT ABSENTEEISM

School administrators and their selected attendance personnel need to meet with other district campus administrators and school personnel to customize an attendance system that accurately monitors student absenteeism. They must become proactive when their school districts select software programs that will be implemented to create attendance reports for the whole district. When tracking student truancy and absenteeism, a student reaches specific attendance thresholds that trigger certain letters, conferences, and legal interventions that must be captured in a software program that school districts are implementing. Often, the software currently being used in specific school districts can be customized to meet the expectations of the attendance personnel.

Attendance professionals need a system that creates reports and identifies students that reach a certain unexcused absence threshold. Personnel such as attendance clerks, outreach workers, social workers, attendance officers, etc., must be part of the committee that creates a software system. They can emphasize how important it is to have a data system to capture the students they need to monitor and contact regarding absenteeism. Attendance personnel at each campus need to work closely with their administrators to create a program that will track students based on the state laws and district policy on absences. In addition, attendance personnel must clearly understand the definition of absenteeism and truancy and plainly describe the type of system they need to track these students.



Also, all key personnel must be trained on using the system to monitor and send out critical correspondence to parents regarding student attendance. Finally, there needs to be a well-documented policy and procedure regarding when, where, and how to contact parents concerning student absenteeism.

It is very frustrating for attendance clerks and personnel to manually go through students' attendance pro les to determine which students reached certain thresholds to decide which intervention level needs to happen. It is not unusual for school personnel to manually go through hundreds and hundreds of students named to track when they have reached a certain attendance threshold at different points in the school year.

Attendance personnel manually loses valuable timesearching for student data when the district software system automatically populates students whoreach individual absences threshold levels. Each campus must designate key attendance personnelin collaboration with other districts to meet with software developers to ensure their attendance needs are implemented. All committees need a lead person who can follow up with the software implementation.

A customized absenteeism attendance report system is key to monitoring student attendance and sending out correspondence to parents regarding student absences at different attendance thresholds, which will help reduce absenteeism and truancy.



School districts must invite key personnel to the table to develop and implement an attendance monitoring system that can automatically identify students at different thresholds and contact parents about their child's absenteeism. The system is needed to save time and increase early intervention to reduce the number of truant students. The plan needs to automatically pull students names at different thresholds of absenteeism and store each student to whom correspondence is sent to parents for recordkeeping and reprint purposes.

The attendance committee, including attendance personnel from each school in the district, needs to customize an attendance data system because it can be overwhelming for staff to track the number of students who consistently miss school manually. School personnel can be at the school district significantly by selecting an attendance data system to ensure accuracy and eliminate frustrating attendance clerks and campus personnel. Also, administrators at each campus need to ensure that their attendance personnel are continually trained on the policy and procedure to customize attendance data that their school district is offering.



WORKBOOK SECTION

1. Why do attendance professionals need a system that creates reports?

2. Why does it important to have a well-documented policy and procedure in schools?

3. Why is it important for school districts to invite key personnel?
