# Attendance Data Summary and Analysis

## Summary of Findings

* Chronic Absenteeism is defined as students who are absent 10 percent or more during the school year.
  + Students “At Risk for Off Track” are chronically absent with absenteeism rates between 10-19 percent of the school year.
  + Students “Off-Track” are chronically absent with absenteeism rates over 20 percent of the school year.
* During the 2017-2018 school year, 70.51 percent of students in grades K-5 were identified as “On Track” based on student attendance data.
* During the 2017-2018 school year, Grade 5 has the highest rates of chronic absenteeism.
* During the 2017-2018 school year, Grade 1 has the lowest rate of chronic absenteeism.

## Precise Problem Statement

29.49 percent of students are not “On Track” based on student attendance data. (Red and Yellow combined)

5.26 percent of students are absent 19 or more days per year. (Red on the graph)

24.23 percent of students are absent 6-18 days per year. (Yellow on the graph)

This pattern is most common in Grade 5. We believe the problem is a result of a lack of understanding of the importance of school attendance and a lack of positive connections. A strategy for improvement is for teachers to greet students at the door and hold meaningful morning meetings every day.

# 2018-2019 Attendance Goals

By June 2019, 75 percent of students in grades K-5 will attend school at least ninety percent of the time, making them On Track for graduation based on student attendance as an early warning sign.

# Communication of Absences to the School

## Procedure for Verification for Valid Excused Absences

**­** According to Canyons District School Board Policy - ***Valid Excused Absences are*** *an illness, which may be either mental or physical; a family death; an absence permitted by a school age minor’s individualized education program (IEP) or Section 504 Plan; a family emergency; a family event; observance of religious holiday; medical appointment; pre-approved education/vacation leave.*

* *Students will be expected to obtain make-up work from their teacher and to complete make-up work and assignments within assigned timeframe.*
  + *A student’s academic grade should not be penalized for absences or tardies.*
* *Teachers will be responsible for providing students with make-up work and identifying a reasonable deadline for completion.*

**Right to Request Verification/Documentation**

1. School has the right to ask for verification of excuse provided for absence.

## Absence Types and Reasons

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Type** | **Reason** | **Examples** |
| Absent (unexcused) | A |  | No communication to identify absence |
| **VT** | Verified truancy |
| **G** | Verified by guardian communication, beyond the 5 guardian excused days. |
| Excused Absence | E | **B** | Bereavement |
| **CT** | Court |
| **V** | Vacation: student is absent for preapproved education leave. |
| **R** | Religious: student is absent due to religious holiday |
| **FE** | Family Event: student is absent to attend a family event (e.g. family wedding, family return from military or religious service) |
| **G** | Verified by guardian communication (5 excused per year) |

## Procedure for Education/Vacation Leave

According to Canyons District School Board Policy - *A student may be allowed up to ten (10) days for education/vacation leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework.*

1. *Prior to education leave, parents complete an Education Leave/Vacation Form for approval.*
2. *Teachers will complete Work to Be Completed section and determine a reasonable due date.*
3. *School administration will verify education leave. If education leave exceeds 10 days within one school year, school administration will communicate with their School Performance Director to determine is approval of additional days may be granted.*
4. *Students will complete work assigned by teacher and submit within the identified timeframe.*

***Unexcused Absence:*** *If a parent fails to make prior arrangements with the principal for extended student absences and if the school cannot locate the parent or student to verify the reason for the student’s prolonged absence, the student’s absence is unexcused.*

* *Students with* ***unexcused absences*** *may be able to make-up work subject to approval by the principal.*

# Standard Notification Schedule

|  |  |
| --- | --- |
| # of Unexcused Days Absent | Notification |
| 0 | **Compulsory Education Information:** noticeincluded in online registration and in other publications sent to community and patrons. |
| 3-5 | **Parent Phone Call or Email** – Teacher will call or email parent indicating student has missed 3-5 days of school and document date of communication. Teacher will inquire if the student is doing okay, express concern, and ask what the school can do to support the student making up work and not falling behind. Teacher will remind parent to call the school each time a child is absent. |
| 6-8 | **Notification of Attendance Issue Letter 1**- Front Office Staff will call parent explaining that the student has missed six days of school and reminding the parent of the importance of regular school attendance. The parent will be encouraged to call in to the office to excuse missed days. Front Office Staff will document date of communication in Skyward. If absences continue up to 8, Front Office Staff will send Notification of Attendance Issue Letter 1 through regular mail and document date of communication in Skyward. |
| 9-11 | **Notice of Compulsory Education Violation Letter 2** - Administrator will identify a date, time, and location to meet with parents. Front Office Staff will send Notice of Compulsory Education Violation Letter 2 through regular mail and document the date sent in Skyward. Front Office Staff will send a copy of letter to **Suzanne Ren** via district mail. **Suzanne Ren** will send letter through certified mail. Administrator will document meeting summary and date in Skyward.  If parents do not show up for scheduled meeting, Front Office Staff will send Administrative Meeting No Show Letter to Suzanne Ren. Suzanne Ren will send letter through certified mail. |
| 12 | **Habitual Truancy Citation Letter 3 -** Front Office Staff will send Habitual Truancy Citation Letter 3 through regular mail and document the date sent in Skyward. Front Office Staff will send a copy of letter to **Suzanne Ren** via district mail. **Suzanne Ren** will send letter through certified mail. |

# Plan of Action

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| --- | --- | --- |
| **Preventative Activity** | **Evaluation: How will implementation progress be measured?** | **Person Responsible** |
| **Publicize the importance of attendance:**  School website, newsletters, Peachjar. Bulleted data of why school attendance is important. Publish the policy. Quotes. | Count how many times is the policy/info is publicized. | Marianne |
| **Make attendance data public:**  Monthly attendance data on Peachjar. | Track what months attendance average was posted on Peachjar. | Marianne  Linda |
| **Utilize attendance incentives:**  Highlight and reinforce improved attendance. Spirit assembly | Track which grade gets the Wildcats each month. |  |
| **Teach the importance of attendance**  Kick Off assembly reminding students of importance of attendance, morning announcement reminders, visuals outside of classrooms  Email or letter to parents with attendance data and encouraging them to track their own student attendance. | Date of the assembly. importance of Dates when attendance is mentioned during morning announcements.  Track how many emails or letters are sent to parents. | Teachers  Marianne |
| **Relational Strategies:**  Morning Meeting, 2x10 strategy, 4:1, teachers greeting each student at the door. | List of teachers holding Morning Meetings daily.  Check off of teachers greeting at the door. | Cindy  Marianne  Teachers |

## Attendance Support Plan - Evaluation of Student Progress

* The BLT will assess school and grade level data once a month to determine the total percent of students on track to meet school goals.
* The SST will review individual student data monthly and determine a plan of action for students who became “at-risk for off track” during that month.
* The SST will review individual student progress data for students previously identified as “at-risk for off track” to determine a plan to continue intervention, increase intervention, or fade intervention supports.

# Community and Legal Intervention

According to Canyons District School Board Policy - *In accordance with state law, a school administrator, school resource officer, or truancy specialist may issue a notice of compulsory education violation to a parent of a school-age child if the school-age child is absent without a valid excuse at least five times during the school year.*

***A notice of compulsory education violation shall:***

* *direct the parent of the school-age child to meet with school authorities to*
* *discuss school attendance problems;*
* *designate the school authorities with whom the parent is required to meet;*
* *state that it is a class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with designated school authorities to discuss attendance problems or fail to prevent the school-age child from being absent without a valid excuse five or more times during the remainder of the school year;*
* *be served on the school-age parent by personal service or certified mail; and not be issued unless the school age child has been truant at least five times during the school year.*

# CSD Attendance Plan Assurances

* SCC approves plan
* School plan is accessible on school website
* Teachers accurately record student attendance daily for students.
* School staff follow guidelines for absence reporting and coding, as established by the Department of Planning and Enrollment.
* Principal has submitted school attendance plan to their respective School Performance director for review and approval