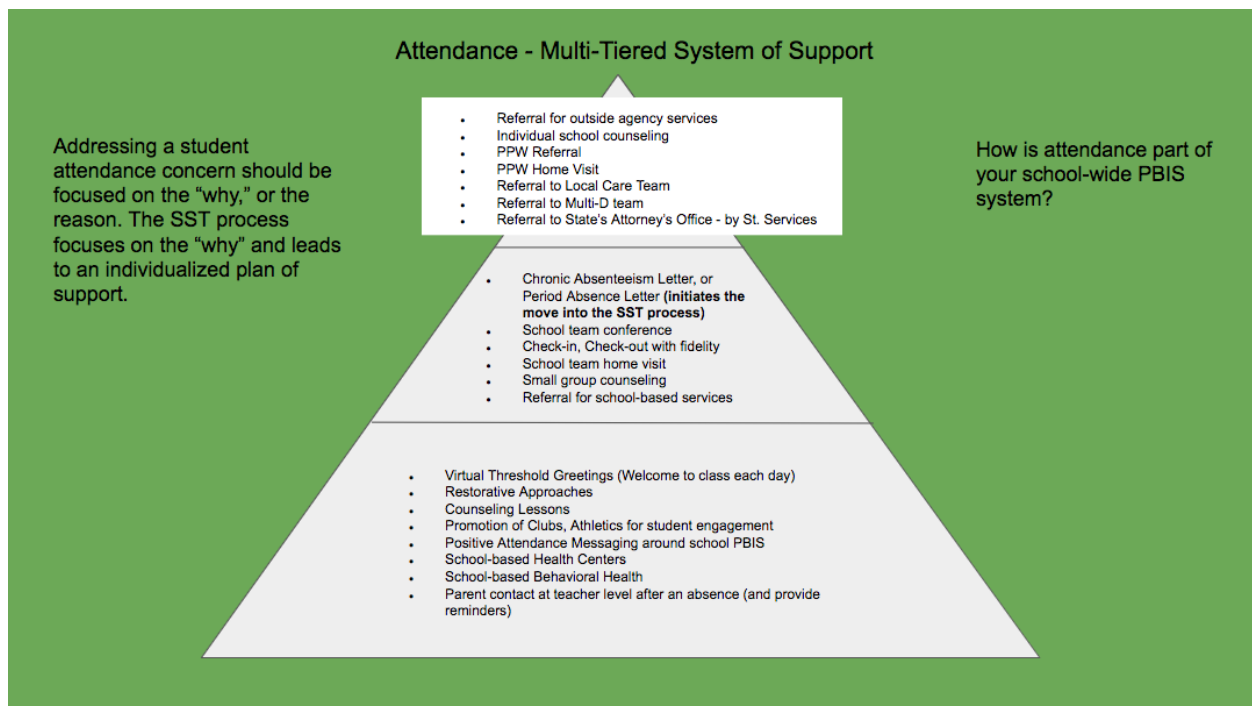


The purpose of this memo is to clarify the attendance support process for students who are missing school. Attendance in school is an important factor in school success.

Responding to Student Attendance Concerns:

All schools should utilize the multi-tiered system of support (MTSS) framework in implementing a system related to student attendance. Supports at the Tier I, Tier II, and Tier III levels are important to creating a welcoming environment, identifying root causes of absences, and developing student plans for success just as we would for academics and grades. Students not meeting success at the Tier I level are identified and a plan is developed through the Student Support Team (SST) process. Below is a graphic representation of the MTSS Framework as it relates to attendance strategies.



The most important school system person in addressing attendance is the teacher. The teacher connects and creates the relationship with the student and family first, and strengthens that relationship on a daily basis throughout the school year. Welcoming all students each day sets the tone that each student matters. Recognizing when a student is missing from their classroom is also essential in the relationship. Especially now that technology is the contact point for most students and teachers in virtual learning, especially at the secondary level, a teacher phone call to the parent/guardian when a student misses

class says that we notice when they are not there, we care about their child, and we want them to be a part of our learning environment.

Due to the increased number of students in need of Tier II supports for academic and attendance data related to the impact of Covid-19, it is not feasible for schools to hold individual SST meetings for all students with attendance concerns. Schools are encouraged to work with their school attendance committee, or similar committee to identify strategies of support for students. All schools should track the Tier II intervention as normally would occur. If a student becomes in need of Tier III supports, the SST process is to be utilized at that point.

Tier I Positive Attendance Messaging Around School PBIS

Connecting your academic, behavioral, and attendance expectations to your school's PBIS framework is important for building consistent expectations throughout. Additionally, consistently reinforcing your attendance expectations through messaging in staff newsletters, parent/student newsletters, and on social media can support regular attendance.

Attendance Letters:

Attendance letters in Powerschool can serve a powerful purpose in providing official communication from the principal to the parent related to attendance concerns. There are 2 letters that serve this purpose, Chronic Absenteeism letter, and S1 Term Grades and Attendance Letter. Under each letter description below are directions for accessing the letters.

Chronic Absenteeism Letter: This letter is designed to address students that are designated in the PBIS Chronically Absent report in Powerschool. Those are students who are missing more than 10% of their school days, based on daily attendance, regardless of reason. Chronic Absenteeism is an ESSA component for each school. This letter notifies parents of the specific percent of days missed, and encourages them to contact the school counselor.

S1 Term Grades and Attendance Letter (New Letter - Secondary Schools Only): This letter is designed to address students who have been absent based on period attendance, and includes a snapshot of the student's current attendance and grades. This letter notifies parents, and encourages them to contact the school counselor.

How to Find Students Who Have Missed a Number of Periods and Run Letters to Send Home

Find the students

Search By Grades/Attendance

Which students to include	All 524 currently enrolled students
Term	20-21 Semester 1
Minimum # of classes needed to meet search criteria	<input type="text" value="1"/>
When scanning multiple Grades/Attendance types. Results should be	<input checked="" type="radio"/> Combined (OR) <input type="radio"/> Filtered (AND)
<input type="checkbox"/> Scan for this final grade (comma separated)	Any = <input type="text"/>
<input type="checkbox"/> Scan for this final grade percentage	> <input type="text"/>
<input type="checkbox"/> Scan for this citizenship grade (comma separated)	Any = <input type="text"/>
<input checked="" type="checkbox"/> Scan for attendance	Scan this attendance mode <input type="text" value="Meeting"/> for this attendance code <input type="text" value="All Unlawful Codes"/> <input type="text" value=">"/> <input type="text" value="5"/> Periods <input checked="" type="radio"/> Cumulative per Section Enrollment Record <input type="radio"/> Total Count
When scanning attendance	<input checked="" type="radio"/> Scan all attendance records <input type="radio"/> Only scan records in this date range <input type="text" value="9/8/2020"/> - <input type="text" value="10/15/2020"/>
Scan for grades in	<input type="text" value="Historical grades"/> Store code/Final grade: <input type="text" value="Q1"/>
Scan for all classes enrolled	<input checked="" type="radio"/> as of this date <input type="text" value="11/05/2020"/> <input type="radio"/> anytime during the current term
Results	<input checked="" type="radio"/> Make this the current selection of students <input type="radio"/> Display matching students & Sections
Search by GPA	

[Submit](#)

- On the PowerSchool **Start Page** in the left menu click on **Special Functions**
- Choose **Search by Grades/Attendance**
- For **Which students to include** select all currently enrolled
- **Term** should show Semester 1 and if it does not, switch to Semester 1 in the upper right
- **Minimum # of classes needed** should be 1
- Leave the next three boxes unchecked
- Check **Scan for attendance** and to the right
 - **Scan this attendance mode** should be set to Meeting
 - **For this attendance code** can be All Unlawful Codes or All Unexcused Codes or the specific code you want
 - Adjust the comparator to > and enter the number of missed periods you want to search for
 - Select the radio button for **Cumulative per Section Enrollment Record**
- **When scanning attendance** is your choice of either all attendance records so far this school year, or a date range you enter (always make the end date prior to the date you are running the report by at least one day)
- Skip **Scan for grades in**
- **Scan for all classes enrolled** should be left at **as of this date** where today's date will be filled in

- **Results** can be either, but for this purpose the quickest is **Make this the current selection of students**
- Submit
- The top of the resulting page will look like this with the number of students found:
Group Functions

Current student selection: 219

Run the Report for sending letter home (S1 Term Grades and Attendance)

- Scroll down the Group Functions screen to the Printing section and choose Print Reports

Printing

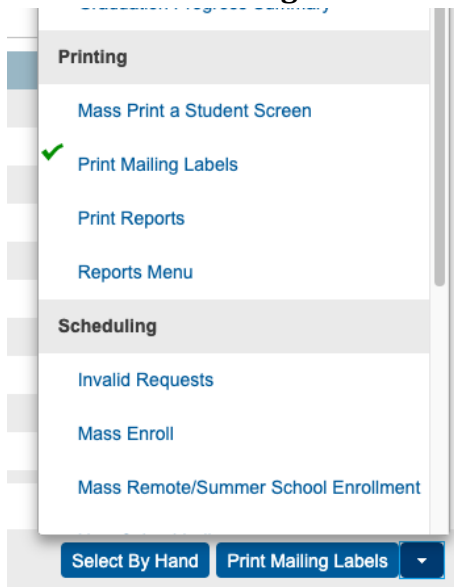
Mass Print a Student Screen

Print Mailing Labels

Print Reports

Reports Menu

-
- On the **Print Reports** screen, in the **Which report would you like to print** dropdown menu, choose **S1 Term Grades and Attendance** (there will be an additional report added for semester 2)
- Leave the rest of the page as is and click Submit
- While the report is running, click on the Start Page in the upper left
- You will see your list of students, and in the lower right click on the arrow and choose **Print Mailing Labels** in the **Printing** section of the menu



- Choose in **Use this mailing label layout** dropdown ***CCPS: To the Parent/Guardian Of**
- Leave the rest of the page as is and click Submit
- In your Report Queue you should see both the **S1 Term Grades and Attendance** as well as ***CCPS: To the Parent/Guardian Of** reports which you can download by clicking on **View** once the report is completed (use the Refresh button if the reports show as running)

Report Queue (System) - My Jobs

System ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
11/05/2020	*CCPS:To the Parent/Guardian Of	11/05/2020 11:39 AM		Running
11/05/2020	S1 Term Grades and Attendance	11/05/2020 11:35 AM	11/05/2020 11:36 AM	Completed View

- Print the letters and labels for mailing home