


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Deputy Superintendent, Business Services and Operations

TO: School Site Administrators
Region Superintendents
Administrators of Instruction
Administrators of Operations
Regional Directors

DATE: September 20, 2023

FROM: Pedro Salcido 
Deputy Superintendent, Business Services and Operations

SUBJECT: WHEN STUDENTS ATTEND, WE ALL WIN- SCHOOL ATTENDANCE INCENTIVE PROGRAM

The purpose of this communication is to provide school site administrators with information regarding the "*When Students Attend, We All Win*" Attendance Incentive Program. This initiative aims to improve attendance rates by providing monetary funding that may be used at the school site.

Funding Source:

The funds for this program will be sourced from the General Fund - Unrestricted Funds and will be distributed in two installments, in January 2024 and July 2024, with the flexibility to carry over unused funds yearly.

Criteria for Fund Distribution:

Schools that meet any of these 2023-24 school attendance performance criteria will be eligible for funds:

- Average Daily Attendance (ADA) increase funding
 - \$15 per student (using Norm Day enrollment) for every **full** 1% point increase above the school's 2022-23 attendance rate
- Bonus funding for schools that increase attendance by at least 1% point **and** reach the below 2023-24 attendance rate thresholds (schools may only receive one of the below bonuses):
 - 94% - \$10 per student (using Norm Day Enrollment)
 - 95% - \$15 per student (using Norm Day Enrollment)
 - 96% - \$20 per student (using Norm Day Enrollment)
 - 97% - \$25 per student (using Norm Day Enrollment)
 - 98% - \$30 per student (using Norm Day Enrollment)
 - 99% - \$35 per student (using Norm Day Enrollment)

NOTE: If a school does not earn any of the above incentives, but has a 2023-24 attendance rate of 95% or higher, the school will earn \$15 per student (using Norm Day enrollment)

- Using Norm Day enrollment, Chronic Absenteeism Rate reduction funds will be provided as follows:
 - \$10 per student for every **full** 5% point decrease below the school's 2022-23 chronic absenteeism rate

- \$10 per student for schools that achieve a 2023-24 chronic absenteeism rate of 10% or less

Example Payouts Scenarios:

- A school with Norm Day enrollment of 250 can earn **\$13,750** for the year if they increase attendance from 89.4% in 2022-23 to 92.6% at the end of 2023-24 (\$11,250) and decrease chronic absenteeism by 5% (\$2,500).
- A school with Norm Day enrollment of 500 can earn **\$12,500** for the year if they increase attendance from 93.1% in 2022-23 to 94.5% at the end of 2023-24.
 - Earns \$7,500 for 1% pt increase and another \$5,000 bonus for reaching 94%
- A school with Norm Day enrollment of 750 can earn **\$11,250** if they maintain their 95.3% attendance from 2022-23 at the end of 2023-24.

School Incentives:

School administrators should engage with their School Attendance Teams and school community to gather ideas for attendance incentives to implement that best motivate regular school attendance. Incentives should be tailored to the age group and preferences of the students and should not require perfect attendance. Incentives may be awarded to individual students and/or groups of students.

Examples of eligible incentives may include:

Classroom rewards:

- **Pizza, Nacho, or Ice Cream Party:** The class/grade level with the highest attendance rate for a specific period of time.
- **Classroom Makeover:** Allow the winning class to redecorate their classroom with posters, decorations, or new furniture to create an exciting learning environment.
- **Class wide Recognition:** Display a certificate or banner in the classroom to acknowledge the class's achievement in attendance improvement.

Opportunity drawings: Utilized to maintain a focus on collective school goals for students, to keep students motivated, and to provide an element of chance.

Examples of items that may be purchased with incentive funds may include:

- Certificates/Trophies;
- Tee-shirts to promote school spirit or academic achievement;
- Prom or school dance tickets;
- Graduation packages;
- Food trucks or catering;
- Theater tickets;
- Educational related technology, such as headphones; and
- Items offered directly to students must be valued at less than \$40.

The following items will not be allowed for purchase and will require guidance from Fiscal Services:

- Items unrelated to an educational purpose;
- Amusement park tickets;
- Gift cards of any kind;
- Anything over \$40 per student; and
- Gaming consoles and video games (unless instructionally oriented).

Promotion of the Incentive Program: To create awareness of the program, school administrators along with their School Attendance Team should regularly announce their target attendance goals, the intended purpose of the incentive program, and the potential winning funds that could be earned. Communication should be ongoing and made at faculty meetings, in staff bulletins, at parent presentations, Coffee with The Principal, in parent newsletters, and during public announcements. Administrators are encouraged to create a public attendance tracker to display school progress toward attendance goals.

Thank you for your support in promoting regular school attendance and enhancing the educational experience for our students.

If you have questions regarding the disbursement of funds or allocations, please contact your Region Fiscal Specialist. For questions regarding the Incentive Program, please contact your Region Pupil Services and Attendance Administrative Coordinator.

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