



Pupil Services and Attendance

Operations Principals' Meeting
October 2024

Objectives

- Review of Attendance 3-Tier Model.
- Discuss protective factors to school attendance.
- Review progressive strategies to respond to school absence.
- Review policy relevant to absence intervention.
- Apply knowledge and experience to case scenarios and group discussion.

Child Welfare and Attendance: Test Your Attendance Knowledge

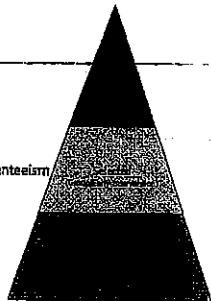
- What would qualify a student to be identified as "truant?"
 - a. Ditching class
 - b. Arriving late to school on 3 occasions
 - c. Accumulating 3 days of unexcused absences
 - d. Babysitting on a school day
 - e. All of the above
- Who is responsible for the enforcement of the mandated Compulsory Education Laws?
 - a. Clerical staff
 - b. Central Office
 - c. Pupil Services Office
 - d. School Principal
 - e. PSA Counselor

Child Welfare and Attendance: Test Your Attendance Knowledge

- Who can conduct home visits?
 - a. PSA Counselors
 - b. Principals
 - c. Nurse
 - d. Any Certificated Staff
 - e. All of the above
- What is the minimum number of unexcused absences needed for the 1st, 2nd, and 3rd truancy letters?
 - a. 1, 2, 3
 - b. 3, 4, 5
 - c. 5, 6, 7
 - d. Any number- just as long as they are unexcused
 - e. Many

Three Tier Approach: Attendance

- Start with a strong foundation
 - Recognition
 - Expectations
- Implement systems to address early absenteeism
 - Notification
 - Supports and Resources
- Identify and Monitor
 - Students with patterns of absenteeism



Key Protective Factors: School Absenteeism

- Caring and supportive staff
- High expectations
- Opportunities for meaningful participation
 - Students who feel connected to school (clubs, people, activities) are less likely to miss school

Meaningful Participation: School and Community

School supports may include:

- Before/After school programs
- Clubs
- Tutoring services
- Art programs
- Parent Centers
- School Site Support Services

Community supports may include:

- Clubs/activities
- Parenting Classes
- Tutoring/Library/ies)
- Medical and mental health clinics/services

Intervention: Communicate!

• Establish intervention criteria and supports for students

• Identify roles for school staff:

- Teachers
- Clerical
- Admin
- Counselors/Coordinators

• Communicate Intervention Criteria and Programs to:

- Students/Parents
- Staff

Due Diligence and Due Process

Due Diligence

- Reasonable steps taken by a person in order to satisfy a legal requirement
 - Staff shall make every effort to notify and provide intervention to the family of the identified student.
 - Includes clearing absences, No Shows, address verification, inactive students, and re-enrollment.

Due Process

- Fair treatment through the normal judicial system
 - Schools must provide families/students time to respond and improve attendance.
 - The parent or guardian has the right to meet with appropriate school personnel to discuss solutions.
 - School staff must follow best practices and specific steps to ensure that all families are afforded due process.

★ Refer to your case management flow sheet!

Early Identification

Identify students who:

- Had poor attendance last year (2013-14)
- Have poor attendance in current year (2014-15)

• How /where do you identify students?

- MyData
- SIS (last year)
 - Attendance Summary Report
 - Teacher Referral
- MISIS (not reliable as of current)
 - Attendance Summary Report
 - Master Absence (daily absence/consecutive absences)

Absence: Notification

- Phone Calls
 - BlackBoard Connect or Personal
- Letters
 - Truancy or absence/tardy notification
- Home Visit
- Parent conference

Absence: Interventions

- SST or COST
- Targeted Parent meeting
- Provide school and community referrals to assist with overcoming obstacles to attendance
- Resource Panel at East
 - Consult on cases or begin referral to SARB
- Targeted incentives/recognition (identified groups of students)

Absence: Re-Teach Good School Attendance

- Attendance Improvement Meeting
- Class presentations (targeted)
- Parent Conferences
- Recognize Improvement
- Lesson Plans

 Call the Pupil Services Office for consultation and guidance.

Truancy Notification

Policy Update

- REF-5484.3: Initial Notification of Truancy (1st NOT) Report Central Automation and School Generated (2nd and 3rd NOT) Procedures
- Major Changes:
 - The School Site Quick Reference Sheet has been updated with a new Notification of Truancy Process timeline and the process for generating the second and third truancy report.

Conducting Home Visits

- **Purpose:** to gather more information and/or to reach unresponsive parents/guardians
- See the student's home environment
- Observe and assess home environment, family dynamics, additional barriers, etc.

Any certificated staff member may conduct home visits

Documentation

LA COUNTY SHERIFF'S OFFICE
JUVENILE DIVISION
NOTIFICATION OF TRUANCY

Student Name: _____

Parent Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Case Number: _____

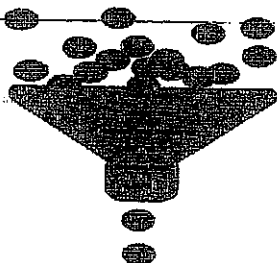
Date	Location	Time	Person(s) Present	Comments

- Document all contacts (telephone, mail, conferences, etc)
- Document in chronological order
- Document in MISIS Contact Log (general) or Counseling Communication (specific)
- Keep copies of all the attendance related letters sent to parents

STRENGTH OF THE CASE IN COURT WILL DEPEND ALMOST ENTIRELY ON THE DOCUMENTATION

Progressive Intervention

Utilizing this progressive model of intervention, fewer students will require more intensive interventions (i.e., SART/SARB).



Case Scenarios

- Before you begin, select:
 - Note taker
 - Reader
- The "reader" will read the case scenario to the group
- The group will discuss:
 - Additional information needed
 - Progressive steps to intervene with family
 - Resources or supports appropriate for the student/family
- The note taker will record the group's responses

Case Scenarios: Group Share

Case 1: Happy to Be Here School

Case 2: Kinder Fun!

Case 3: Tired and Unfocused

Case 4: Good News Bear School

Resources

- Bulletin 4926.2, Attendance Manual
 - Policy and letters related to enrollment, attendance, and dropout prevention
- Reference Guide 5464.3, Truancy Letter Procedures
 - Policy and templates for truancy letters
- Attendance Works Website
 - Templates for attendance incentives and recognition
 - www.attendanceworks.org
- Pupil Services Website
 - Resources and templates for absence prevention and intervention
 - pupilservices.lausd.net

Thank You!

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