http://bit.ly/PRINCIPAL9_4

Principal's Meeting

September 3, 2019

Local District Central
Pupil Services and Attendance

Outcomes

Understanding what is Chronic Absenteeism

Reviewing best practices to address Chronic Absenteeism

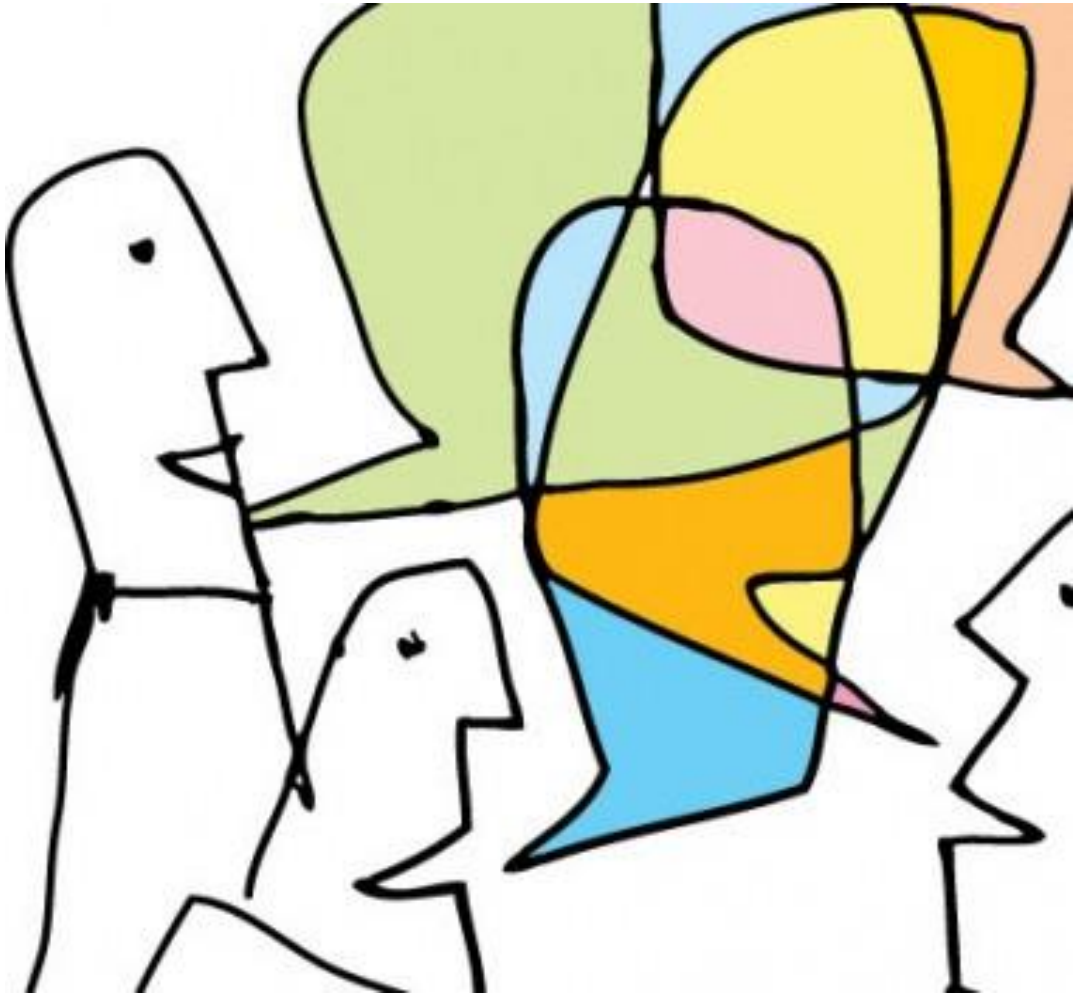
Review District Attendance Expectations

Review of Districtwide systems to address Chronic Absenteeism

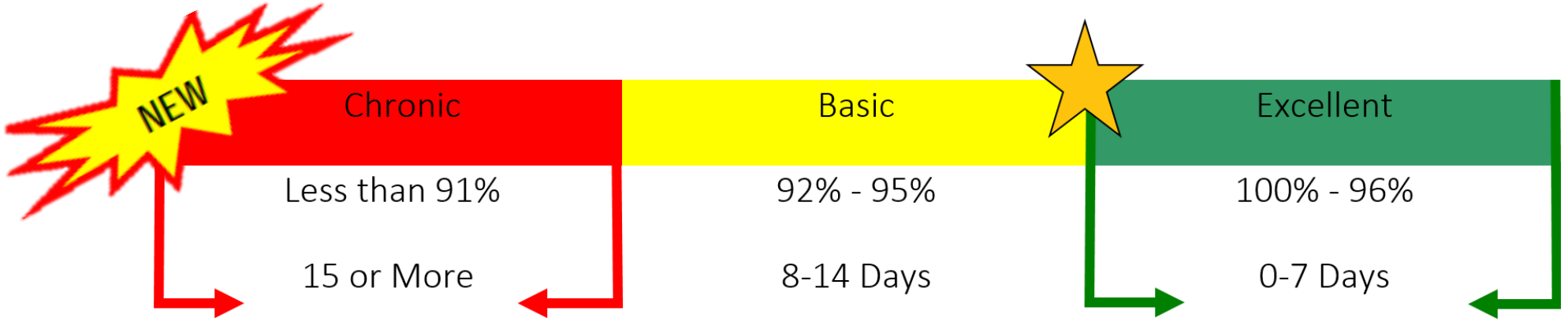
Inclusion

Please discuss and rank these statements 1 – 6

- School Climate is an important driver of student attendance.
- Attendance is a critical factor in student achievement (e.g. academic progress, behavior, social-emotional).
- Compliance with Compulsory Attendance Laws is of the utmost importance (a critical factor).
- Attendance is a habit that can and should be taught.
- It is safe to assume that parents understand the importance of attendance.
- Teachers can benefit from Professional Development regarding student attendance.



Attendance is a Top Priority in LAUSD



For students who attend the entire 180-day school year:

- Students cannot miss **more than 7 days** all year to maintain Proficient/Advanced Attendance (96% or more)
- Students who miss **15 days or more are considered chronically absent**

Attachment B

June 19, 2019 Version

Believe. Achieve. L.A. Unified.

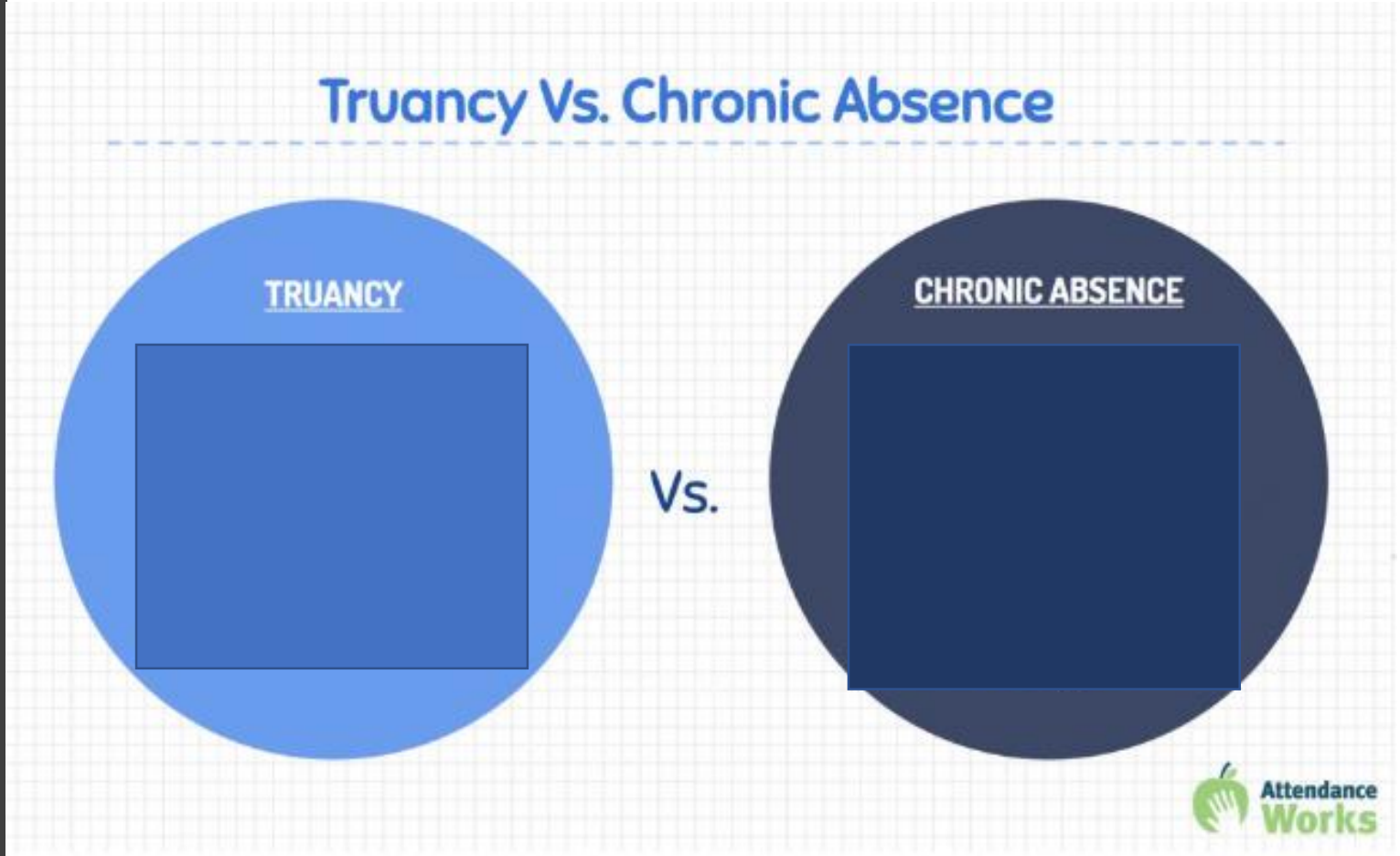
LCAP SCORECARD

100% ATTENDANCE	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Percentage of students attending school 96% or more (172-180 school days)	66.9%	*UPDATED*	70%	72%
Percentage of students absent 9 percent or more (16 days or more) – Chronic Absenteeism	14.7%	*UPDATED*	9%	7%
Percentage of all staff attending 96% or above	78.0%	78%	80%	82%

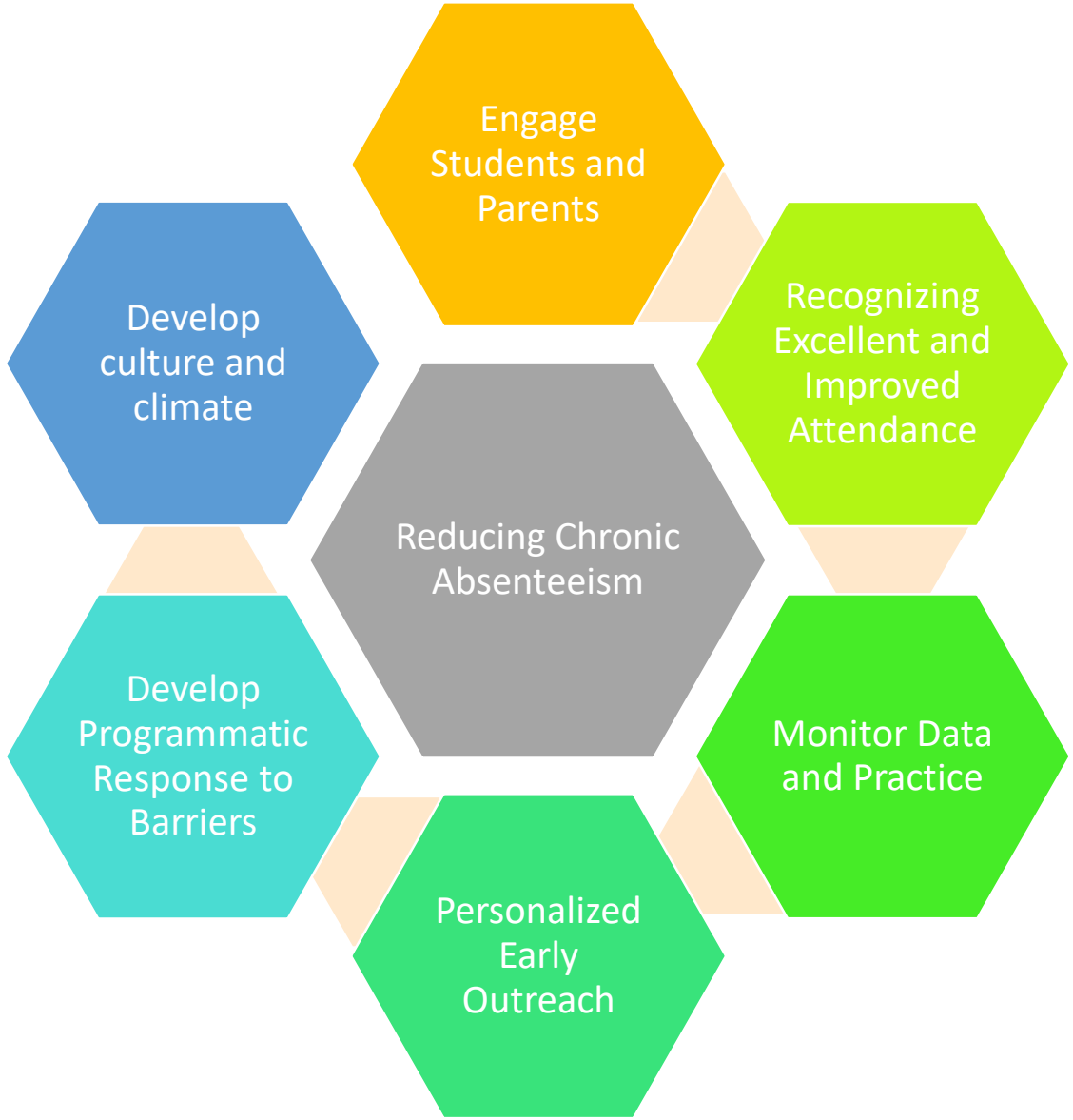
**The LCAP metrics are aligned with the State's definition and business rules, but the District has set higher standards and track historical data.*

What is Chronic Absenteeism?

- Share and discuss with a partner and identify the differences.



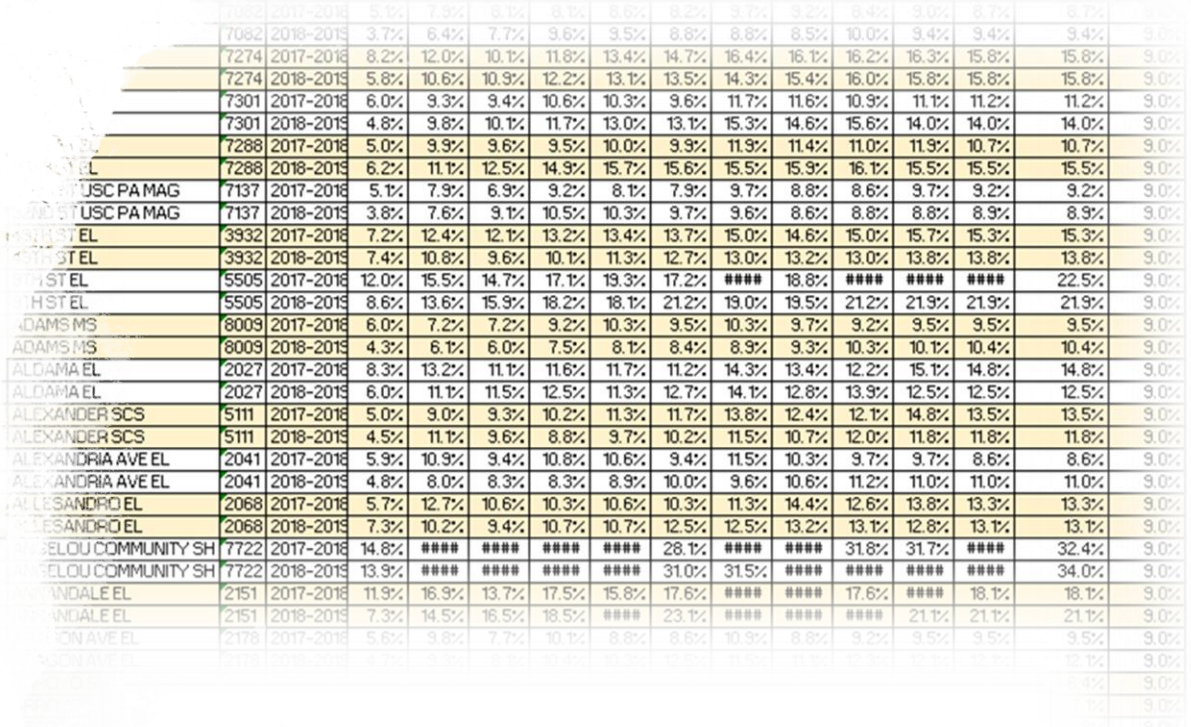
Addressing Chronic Absenteeism

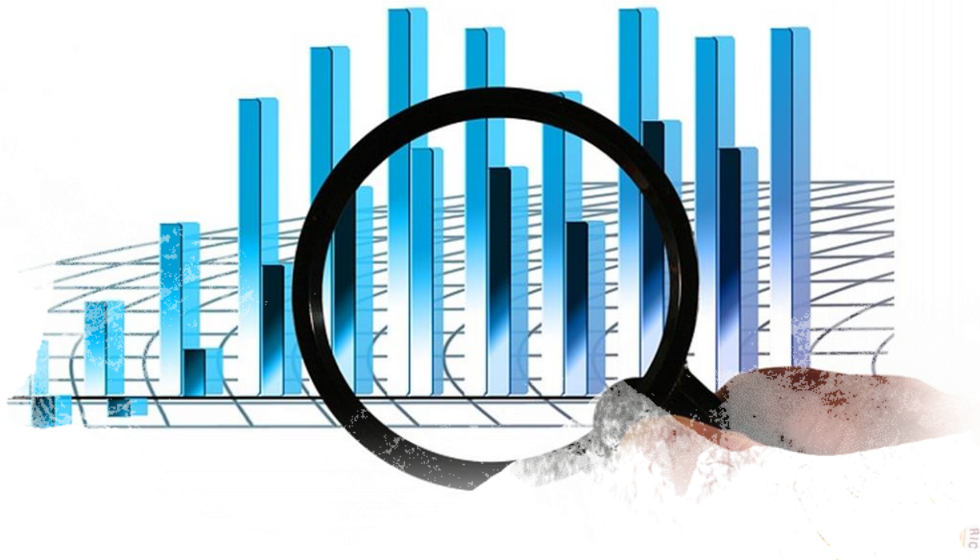


DATA DIVE

What Story does your Data Tell ?

- Take a moment to review your school's end of year data and discuss with your table/team:
  - What are the significant changes you are noticing?
    - **Does the data validate your glows and grows?**
    - **Think about subgroups of students**
    - **How can your data help to validate or invalidate these hypothesis?**





School Climate is an important driver of student attendance

Be safe, be respectful, be responsible, be on time!

Welcoming Environment

- What contributes to a welcoming environment?
  - In offices
  - In classrooms
  - On campus in general
  - At school activities
- How does campus safety intersect with student attendance?
- How do we value and appreciate students? Parents? Faculty and staff?
- What impact does this have on student attendance?
- What is the importance of cultural awareness and sensitivity to individual differences?

EDUCATIONAL RESEARCH

Ensure that the office is a Welcoming Environment

- Researchers have found that a positive school climate can help solve a lot of problems. Studies find that it decreases absenteeism, suspensions, substance abuse, and bullying, and increases students' academic achievement, motivation to learn, and psychological well-being.

HOW TO CREATE A POSITIVE SCHOOL CLIMATE: BY VICKI ZAKRZEWSKI | AUGUST 21, 2013

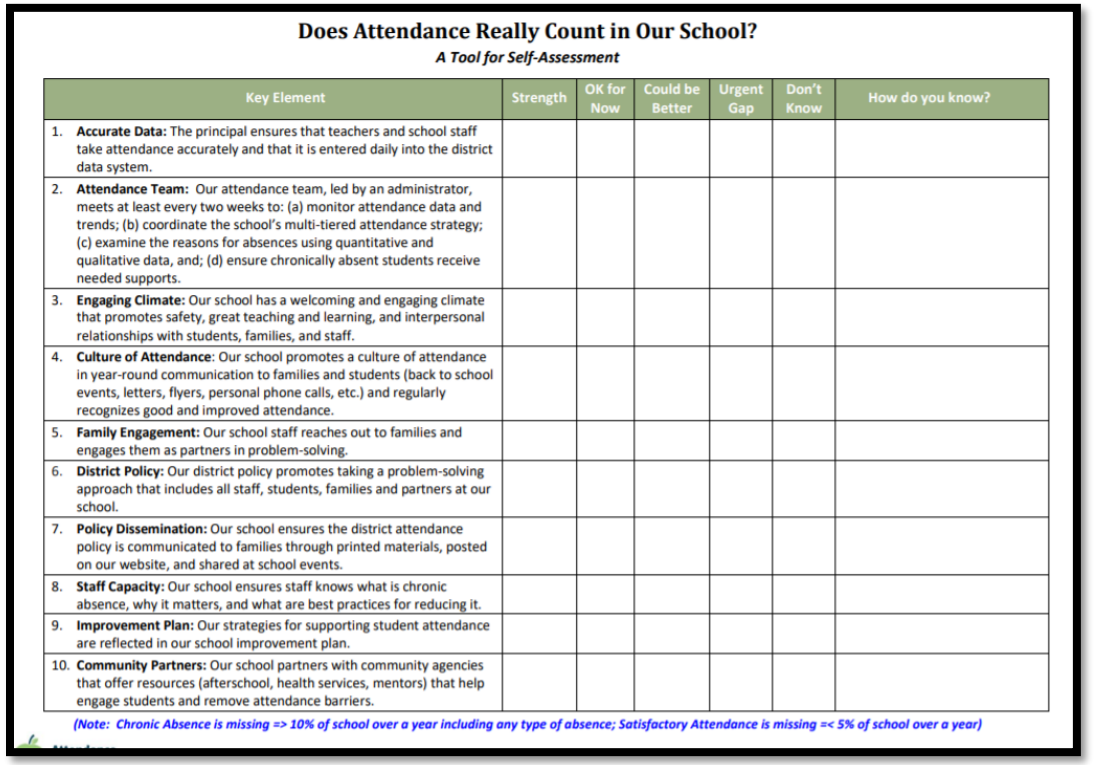
https://greatergood.berkeley.edu/article/item/how_to_create_a_positive_school_climate

Does Attendance Really Count in Our School?
A Tool for Self Assessment

The goal of this self-assessment is to help school leaders identify strengths and opportunities to develop a systemic approach to reducing chronic absence.

For each key element consider the following:

1) Who needs to be involved in advancing this priority?
2) What are immediate next steps?
3) Who can take responsibility for ensuring follow-up occurs?



Does Attendance Really Count in Our School?

A Tool for Self-Assessment

Key Element	Strength	OK for Now	Could be Better	Urgent Gap	Don't Know	How do you know?
1. **Accurate Data:** The principal ensures that teachers and school staff take attendance accurately and that it is entered daily into the district data system.						
2. **Attendance Team:** Our attendance team, led by an administrator, meets at least every two weeks to: (a) monitor attendance data and trends; (b) coordinate the school's multi-tiered attendance strategy; (c) examine the reasons for absences using quantitative and qualitative data, and; (d) ensure chronically absent students receive needed supports.						
3. **Engaging Climate:** Our school has a welcoming and engaging climate that promotes safety, great teaching and learning, and interpersonal relationships with students, families, and staff.						
4. **Culture of Attendance**: Our school promotes a culture of attendance in year-round communication to families and students (back to school events, letters, flyers, personal phone calls, etc.) and regularly recognizes good and improved attendance.						
5. **Family Engagement:** Our school staff reaches out to families and engages them as partners in problem-solving.						
6. **District Policy:** Our district policy promotes taking a problem-solving approach that includes all staff, students, families and partners at our school.						
7. **Policy Dissemination:** Our school ensures the district attendance policy is communicated to families through printed materials, posted on our website, and shared at school events.						
8. **Staff Capacity:** Our school ensures staff knows what is chronic absence, why it matters, and what are best practices for reducing it.						
9. **Improvement Plan:** Our strategies for supporting student attendance are reflected in our school improvement plan.						
10. **Community Partners:** Our school partners with community agencies that offer resources (afterschool, health services, mentors) that help engage students and remove attendance barriers.						

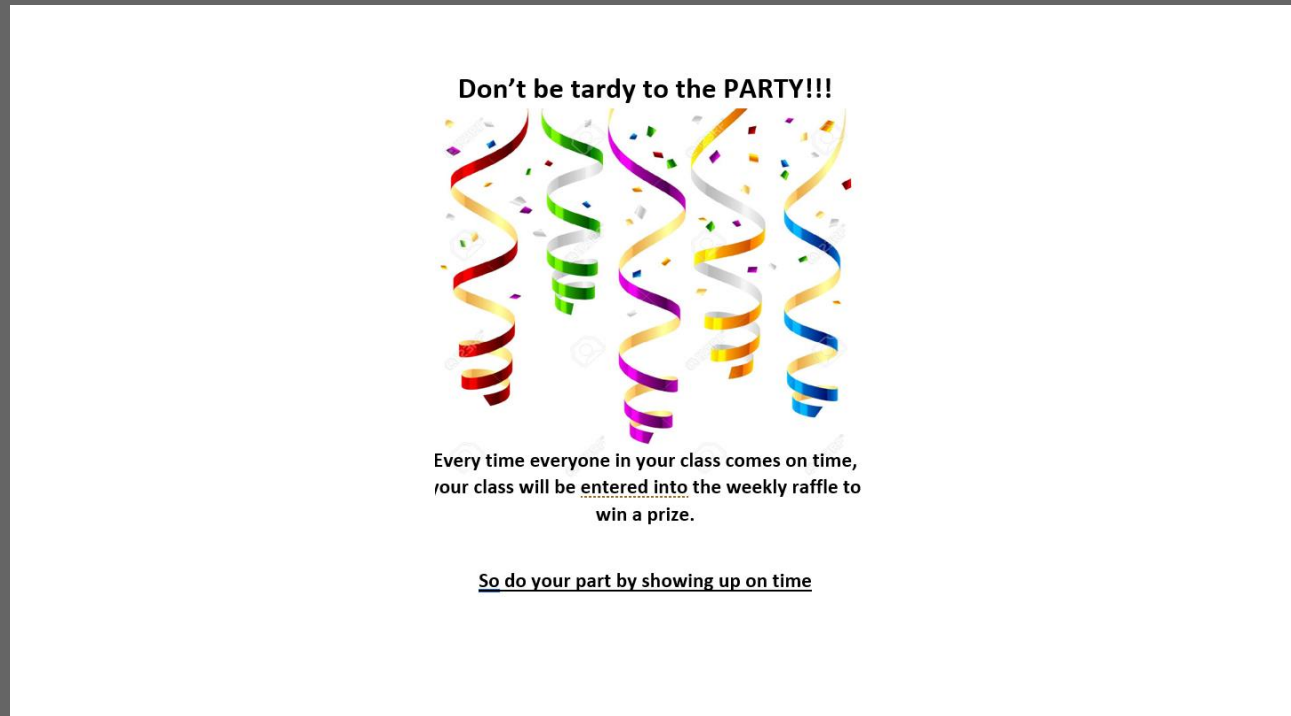
(Note: Chronic Absence is missing => 10% of school over a year including any type of absence; Satisfactory Attendance is missing =< 5% of school over a year)

Welcoming Offices support Positive School Climate

- **Strategies to Maintain a Welcoming School Culture**
  - Greet parents/Acknowledge their importance
  - Cultivate a sense of belonging for parents and the community
  - Model the school's culture and expectations
  - Reinforce that each person at the school site plays an essential role in building and strengthening a healthy culture that values respect, team work, understanding, professionalism, and strives for excellence.

Recognition Programs Improve Both School Climate and Student Attendance

- Establish criteria:
  - What/Who will be recognized?
  - When/How and Where will recognition(s) take place?
- Disseminate information about criteria to students, parents and staff so everyone is clear about how to earn recognition.
- Identify resources to sustain the program:
  - Staff (Who at the school can help?)
  - Solicit donations
  - Supplies (for example, certificate paper)



2. Attendance is a critical factor in student achievement

- Academic progress
- Behavior
- Social-emotional

Benefits of Regular Attendance for Children

- Better grades and higher test scores
- Allows students to receive more instruction as well as support from staff/teachers
- More opportunities to interact with peers and form social relationships
- May help them stay out of trouble and off the streets
- Builds a lifelong habit and an understanding of the importance of regular attendance

Research Findings about Chronic Absenteeism

By high school, regular attendance is a better drop out indicator than test scores, and a student who is chronically absent in any year between 8th and 12th grades is 7 times more likely to drop out.

-Johns Hopkins University, 2015

Children regardless of gender, socioeconomic status or ethnicity, lose out when they are chronically absent.

-National Center for Children in Poverty, 2008

Beyond the Classroom

By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school. And dropping out of high school, which chronically absent students are more likely to do, has been linked to increased poverty, diminished health and involvement in the criminal justice system.

-U.S. News and World Report, 2016

3. Compliance with Compulsory Attendance Laws is of the utmost importance

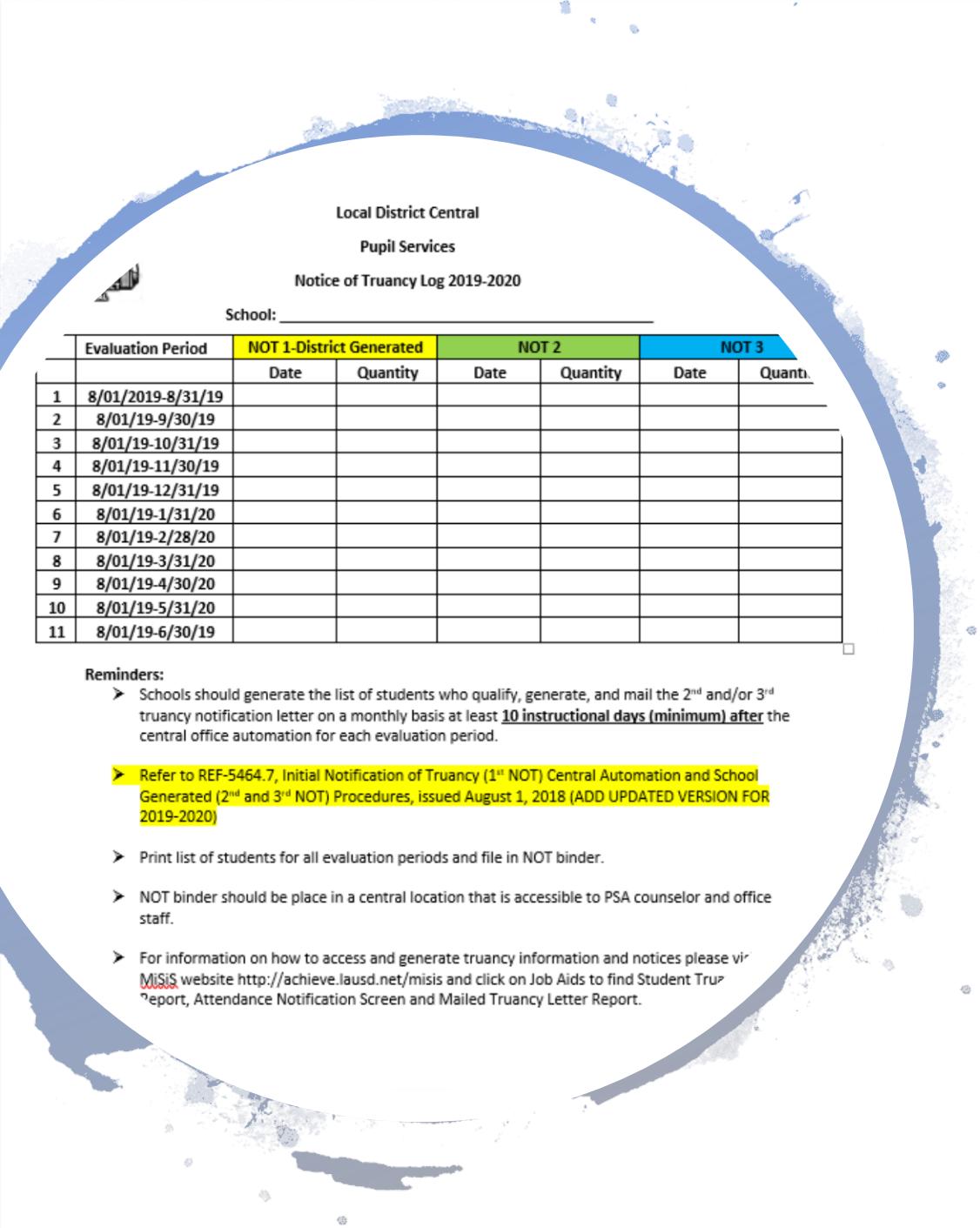
Compulsory Attendance Laws (EC 48200)

E.C. 48200

Each person between the age of 6 and 18…shall attend the public full time day school or continuation school or classes for the full time designated….

E.C. 48260 Truant Pupils

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days or tardy in excess of thirty minutes on three occasions one school year or any combination thereof, is a truant.



Local District Central

Pupil Services

Notice of Truancy Log 2019-2020

School: _____

	Evaluation Period	NOT 1-District Generated		NOT 2		NOT 3	
		Date	Quantity	Date	Quantity	Date	Quanti
1	8/01/2019-8/31/19						
2	8/01/19-9/30/19						
3	8/01/19-10/31/19						
4	8/01/19-11/30/19						
5	8/01/19-12/31/19						
6	8/01/19-1/31/20						
7	8/01/19-2/28/20						
8	8/01/19-3/31/20						
9	8/01/19-4/30/20						
10	8/01/19-5/31/20						
11	8/01/19-6/30/19						

Reminders:

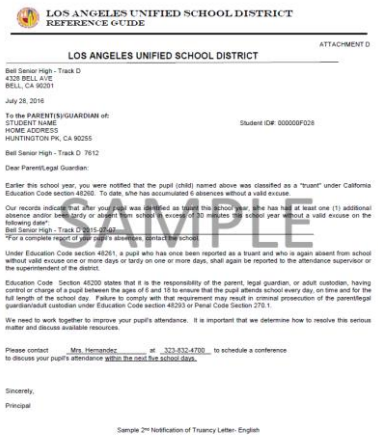
- Schools should generate the list of students who qualify, generate, and mail the 2nd and/or 3rd truancy notification letter on a monthly basis at least **10 instructional days (minimum) after** the central office automation for each evaluation period.
- Refer to REF-5464.7, Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures, issued August 1, 2018 (ADD UPDATED VERSION FOR 2019-2020)
- Print list of students for all evaluation periods and file in NOT binder.
- NOT binder should be place in a central location that is accessible to PSA counselor and office staff.
- For information on how to access and generate truancy information and notices please vi MiSiS website http://achieve.lausd.net/misis and click on Job Aids to find Student Tru Report, Attendance Notification Screen and Mailed Truancy Letter Report.

Notification of Truancy REF 5464

- REF-5464.7 until new guide coming REF-5464.8 is published in the e-library.
- Major changes to this policy include:
  - First central automation is scheduled for 9/18/19 for the 7/1/19-8/31/19 evaluation period.
- Schools will be accountable for generating truancy letter 2 and 3 through two new certify rules.

Truancy Notification

- Letters will generate for students age 6-18 with three or more absences (or tardies/LE's more than 30 minutes) with reason code: **2, 3, UC, 0**
- An automatic clean-up will remove any NOT letters that were issued in error.
- Certify alerts will notify designees when letters #2 and #3 have not been issued for qualifying students.


LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT D

LOS ANGELES UNIFIED SCHOOL DISTRICT

Bell Senior High - Track D
4328 BELL AVE
BELL, CA 90201

July 28, 2016

To the PARENT(S)/GUARDIAN of:
STUDENT NAME
HOME ADDRESS
HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Bell Senior High - Track D 7612

Dear Parent/Legal Guardian:

Earlier this school year, you were notified that the pupil (child) named above was classified as a "truant" under California Education Code section 48260. To date, s/he has accumulated 6 absences without a valid excuse.

Our records indicate that your pupil was reported as truant this school year, s/he has had at least one (1) additional absence and/or been tardy or absent from school in excess of 30 minutes this school year without a valid excuse on the following date*:
Bell Senior High - Track D 2015-07-07
*For a complete report of your pupil's absences, contact the school.

Under Education Code section 48261, a pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported to the attendance supervisor or the superintendent of the district.

Education Code Section 48200 states that it is the responsibility of the parent, legal guardian, or adult custodian, having control or charge of a pupil between the ages of 6 and 18 to ensure that the pupil attends school every day, on time and for the full length of the school day. Failure to comply with that requirement may result in criminal prosecution of the parent/legal guardian/adult custodian under Education Code section 48293 or Penal Code Section 270.1.

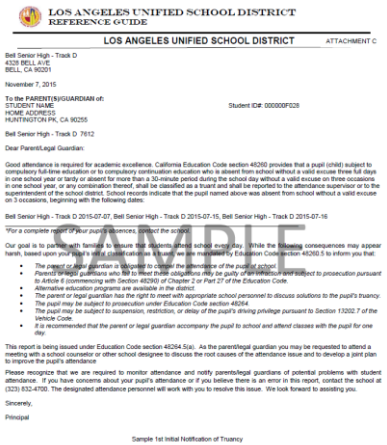
We need to work together to improve your pupil's attendance. It is important that we determine how to resolve this serious matter and discuss available resources.

Please contact Mrs. Hernandez at 323-832-4700 to schedule a conference to discuss your pupil's attendance within the next five school days.

Sincerely,

Principal

Sample 2nd Notification of Truancy Letter- English


LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

LOS ANGELES UNIFIED SCHOOL DISTRICT ATTACHMENT C

Bell Senior High - Track D
4328 BELL AVE
BELL, CA 90201

November 7, 2015

To the PARENT(S)/GUARDIAN of:
STUDENT NAME
HOME ADDRESS
HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Bell Senior High - Track D 7612

Dear Parent/Legal Guardian:

Good attendance is required for academic excellence. California Education Code section 48260 provides that a pupil (child) subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. School records indicate that the pupil named above was absent from school without a valid excuse on 3 occasions, beginning with the following dates:

Bell Senior High - Track D 2015-07-07, Bell Senior High - Track D 2015-07-15, Bell Senior High - Track D 2015-07-16

*For a complete report of your pupil's absences, contact the school.

Our goal is to partner with families to ensure that students attend school every day. While the following consequences may appear harsh, based upon your pupil's truancy classification as a truant, we are mandated by Education Code section 48260.5 to inform you that:

- *The parent or legal guardian is obligated to compel the attendance of the pupil at school.*
- *Parents or legal guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 or Part 27 of the Education Code.*
- *Alternative education programs are available in the district.*
- *The parent or legal guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.*
- *The pupil may be subject to prosecution under Education Code section 48264.*
- *The pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.*
- *It is recommended that the parent or legal guardian accompany the pupil to school and attend classes with the pupil for one day.*

This report is being issued under Education Code section 48264.5(a). As the parent/legal guardian you may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and to develop a joint plan to improve the pupil's attendance.

Please recognize that we are required to monitor attendance and notify parents/legal guardians of potential problems with student attendance. If you have concerns about your pupil's attendance or if you believe there is an error in this report, contact the school at (323) 832-4700. The designated attendance personnel will work with you to resolve this issue. We look forward to assisting you.

Sincerely,

Principal

Sample 1st Initial Notification of Truancy

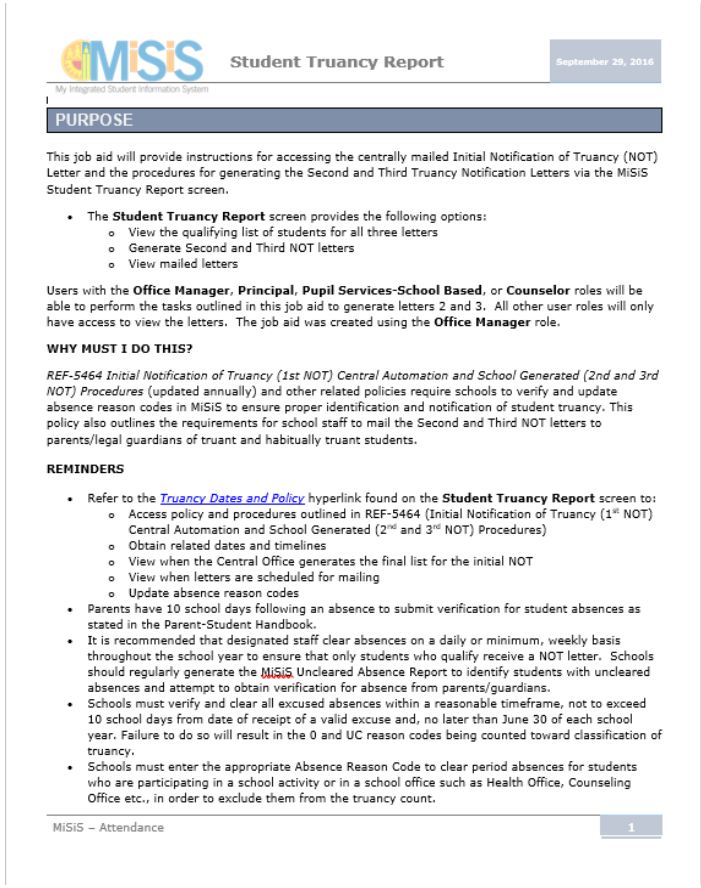
ABSENCE/ TARDY/ LEAVE EARLY REASON CODES QUALIFYING FOR TRUANCY IDENTIFICATION

Reason Code	Description	Explanation / Examples
2	Unexcused	For a complete list of Elementary & Secondary Reasons Codes, refer to Attachment B. Examples include, but are not limited to: • Running errands for family • Vacations or trips • Babysitting • Family emergency • Transportation problems • Inclement weather • Unverified absence/tardy (no reason provided after 10 days with due diligence) • "Take Your Child to Work Day" (without administrator approval) • "Extended Funeral Absences" (without administrator approval) • Tardy or Leave Early less than 30 minutes
3	Non-Compliant	• Absent from class without school or parent/legal guardian permission • Tardy or Leave Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification). • Unexcused absence post SART/SARB contract.
UC	Uncleared	• No documentation received, no attempts made by school (reason code only available for absences)
0	No Note/ No Explanation	• Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received.

TRUANCY NOTIFICATION TIMELINE

Dates Evaluated for Truancy	Reason Codes Updated By:	Central Office Generates Final List of Students Eligible for Initial NOT Letter	Central Office Mails Initial Truancy Letter	2nd NOT Mailed (after 10 days for parent/guardian to receive and respond)
		2019 - 2020		
7/01/19 – 8/31/19	9/17/19	9/18/19	10/3/19	10/18/19
7/01/19 – 9/30/19	10/16/19	10/17/19	10/31/19	11/15/19
7/01/19 – 10/31/19	11/18/19	11/19/19	12/10/19	1/14/20
7/01/19 – 11/30/19	12/16/19	12/17/19	1/15/20	1/30/20
7/01/19 – 12/31/19	1/28/20	1/29/20	2/12/20	2/27/20
7/01/19 – 1/31/20	2/18/20	2/19/20	3/04/20	3/18/20
7/01/19 – 2/28/20	3/16/20	3/17/20	3/31/20	4/22/20
7/01/19 – 3/31/20	4/22/20	4/23/20	5/07/20	5/21/20
7/01/19 – 4/30/20	5/15/20	5/18/20	6/02/20	
7/01/19 – 5/31/20	6/15/20	6/16/20	6/30/20	
7/01/19 – 6/30/20	6/26/20	6/29/20	7/14/20	

Notification of Truancy JOB AID



MiSiS Student Truancy Report — September 29, 2016

My Integrated Student Information System

PURPOSE

This job aid will provide instructions for accessing the centrally mailed Initial Notification of Truancy (NOT) Letter and the procedures for generating the Second and Third Truancy Notification Letters via the MiSiS Student Truancy Report screen.

- The **Student Truancy Report** screen provides the following options:
  - View the qualifying list of students for all three letters
  - Generate Second and Third NOT letters
  - View mailed letters

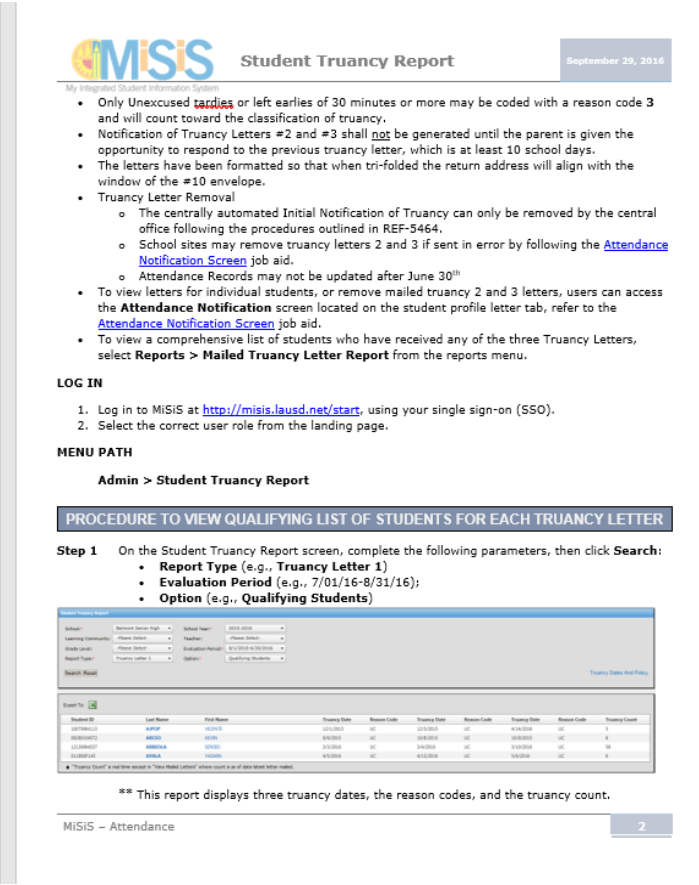
Users with the **Office Manager**, **Principal**, **Pupil Services-School Based**, or **Counselor** roles will be able to perform the tasks outlined in this job aid to generate letters 2 and 3. All other user roles will only have access to view the letters. The job aid was created using the **Office Manager** role.

WHY MUST I DO THIS?

REF-5464 Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures (updated annually) and other related policies require schools to verify and update absence reason codes in MiSiS to ensure proper identification and notification of student truancy. This policy also outlines the requirements for school staff to mail the Second and Third NOT letters to parents/legal guardians of truant and habitually truant students.

REMINDERS

- Refer to the *Truancy Dates and Policy* hyperlink found on the **Student Truancy Report** screen to:
  - Access policy and procedures outlined in REF-5464 (Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures)
  - Obtain related dates and timelines
  - View when the Central Office generates the final list for the initial NOT
  - View when letters are scheduled for mailing
  - Update absence reason codes
- Parents have 10 school days following an absence to submit verification for student absences as stated in the Parent-Student Handbook.
- It is recommended that designated staff clear absences on a daily or minimum, weekly basis throughout the school year to ensure that only students who qualify receive a NOT letter. Schools should regularly generate the MiSiS Uncleared Absence Report to identify students with uncleared absences and attempt to obtain verification for absence from parents/guardians.
- Schools must verify and clear all excused absences within a reasonable timeframe, not to exceed 10 school days from date of receipt of a valid excuse and, no later than June 30 of each school year. Failure to do so will result in the 0 and UC reason codes being counted toward classification of truancy.
- Schools must enter the appropriate Absence Reason Code to clear period absences for students who are participating in a school activity or in a school office such as Health Office, Counseling Office etc., in order to exclude them from the truancy count.



- Only Unexcused tardies or left earlies of 30 minutes or more may be coded with a reason code **3** and will count toward the classification of truancy.
- Notification of Truancy Letters #2 and #3 shall not be generated until the parent is given the opportunity to respond to the previous truancy letter, which is at least 10 school days.
- The letters have been formatted so that when tri-folded the return address will align with the window of the #10 envelope.
- Truancy Letter Removal
  - The centrally automated Initial Notification of Truancy can only be removed by the central office following the procedures outlined in REF-5464.
  - School sites may remove truancy letters 2 and 3 if sent in error by following the Attendance Notification Screen job aid.
  - Attendance Records may not be updated after June 30th
- To view letters for individual students, or remove mailed truancy 2 and 3 letters, users can access the **Attendance Notification** screen located on the student profile letter tab, refer to the Attendance Notification Screen job aid.
- To view a comprehensive list of students who have received any of the three Truancy Letters, select **Reports > Mailed Truancy Letter Report** from the reports menu.

LOG IN

1. Log in to MiSiS at http://misis.lausd.net/start, using your single sign-on (SSO).
2. Select the correct user role from the landing page.

MENU PATH

Admin > Student Truancy Report

PROCEDURE TO VIEW QUALIFYING LIST OF STUDENTS FOR EACH TRUANCY LETTER

Step 1 On the Student Truancy Report screen, complete the following parameters, then click **Search**:

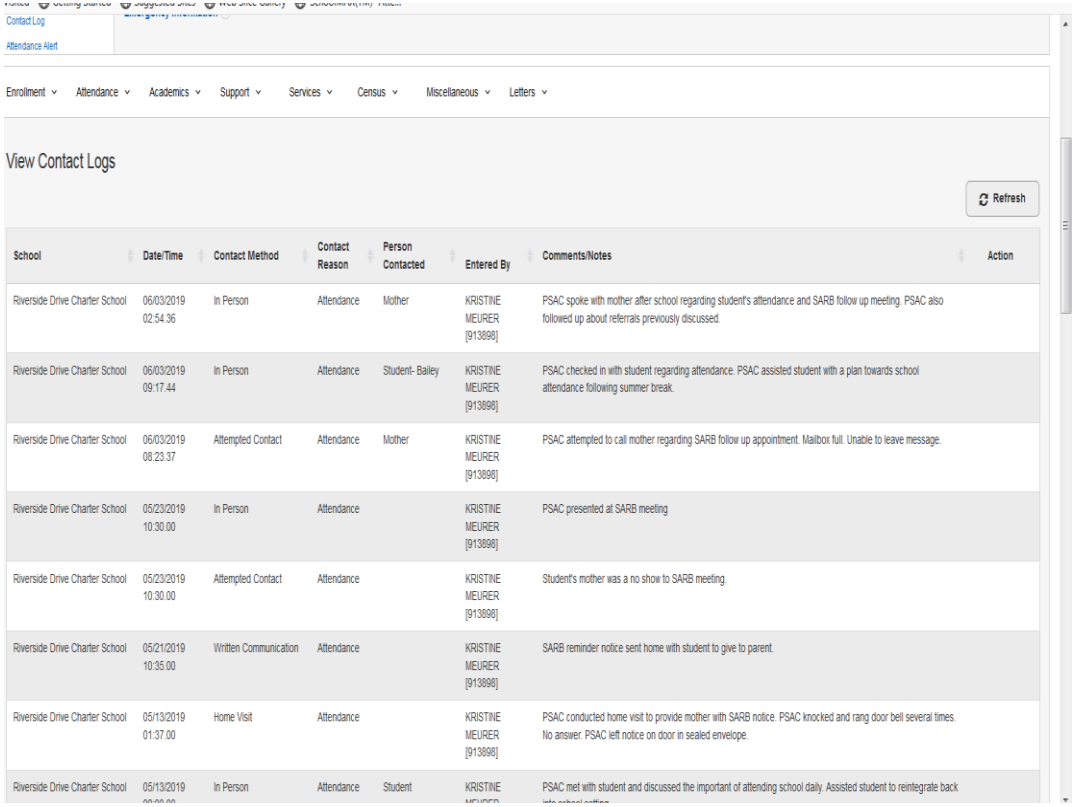
- **Report Type** (e.g., **Truancy Letter 1**)
- **Evaluation Period** (e.g., 7/01/16-8/31/16);
- **Option** (e.g., **Qualifying Students**)

** This report displays three truancy dates, the reason codes, and the truancy count.

Interventions

- Truancy notification letters
- Parent conferences
- Targeted group meetings for students
- Targeted group meetings for parents
- School-site multidisciplinary teams (SSPT, SART)

Documentation



School	Date/Time	Contact Method	Contact Reason	Person Contacted	Entered By	Comments/Notes	Action
Riverside Drive Charter School	06/03/2019 02:54:36	In Person	Attendance	Mother	KRISTINE MEURER [913898]	PSAC spoke with mother after school regarding student's attendance and SARB follow up meeting. PSAC also followed up about referrals previously discussed.	
Riverside Drive Charter School	06/03/2019 09:17:44	In Person	Attendance	Student- Bailey	KRISTINE MEURER [913898]	PSAC checked in with student regarding attendance. PSAC assisted student with a plan towards school attendance following summer break.	
Riverside Drive Charter School	06/03/2019 08:23:37	Attempted Contact	Attendance	Mother	KRISTINE MEURER [913898]	PSAC attempted to call mother regarding SARB follow up appointment. Mailbox full. Unable to leave message.	
Riverside Drive Charter School	05/23/2019 10:30:00	In Person	Attendance		KRISTINE MEURER [913898]	PSAC presented at SARB meeting	
Riverside Drive Charter School	05/23/2019 10:30:00	Attempted Contact	Attendance		KRISTINE MEURER [913898]	Student's mother was a no show to SARB meeting.	
Riverside Drive Charter School	05/21/2019 10:35:00	Written Communication	Attendance		KRISTINE MEURER [913898]	SARB reminder notice sent home with student to give to parent.	
Riverside Drive Charter School	05/13/2019 01:37:00	Home Visit	Attendance		KRISTINE MEURER [913898]	PSAC conducted home visit to provide mother with SARB notice. PSAC knocked and rang door bell several times. No answer. PSAC left notice on door in sealed envelope.	
Riverside Drive Charter School	05/13/2019	In Person	Attendance	Student	KRISTINE	PSAC met with student and discussed the important of attending school daily. Assisted student to reintegrate back	

- Keep copies of all attendance letters sent to parents.
- Maintain notes of all contacts with parents regarding attendance.
  - MiSiS Contact Log (not confidential).
  - Written notes with date and detailed information.

Remember, all notes become part of the student's pupil record when they have been shared (i.e. at an SSPT).

4. Attendance is a habit that can and should be taught

Think of other habits that children can be encouraged to develop and how they can become second-nature, like brushing teeth

Showing up every day is part of learning to be reliable and fulfill a commitment

Arriving on time is a vital skill for future job performance and entails mastery of time management

Teachers and Administrators can teach the habit of regular attendance

How can Teachers and Administrators teach Regular Attendance?

Model regular attendance

Teach through a developmentally-appropriate lesson plans.

Reinforce regular attendance

5. It is safe to assume that parents understand the importance of student attendance

- Consistent messaging is KEY.
- While some parents may be very aware of attendance policies and benefits of regular school attendance, other parents may either lack knowledge regarding its importance or choose to make other things a priority in their child's life

ATTENDANCE MATTERS

Los Angeles Unified School District

Attendance Matters!

September 2019

Dear Parent/Guardian,

Welcome to the 2019-2020 school year! Student attendance is a top priority in L.A. Unified. If students are not in school, they cannot learn.

Educational studies show that students who maintain excellent attendance in school do well:

- Students who are chronically absent in preschool, kindergarten and first grade are less likely to read at grade level by third grade
- Students who do not read at grade level by the end of the third grade are four times more likely than proficient readers to drop out of high school
- For every day missed, it takes a child three days or more to make up for lost instructional time

The District is partnering with parents to ensure that every child comes to school every day. Our goal is for all students to have excellent attendance. Excellent attendance means no more than seven absences throughout the academic school year. Keep it under 7. Every day matters.

This year we will work together to improve the attendance of every student in our schools. We

appreciate your support.

Thank you,

Please visit pupilservices.lausd.net or call Pupil Services at (213) 241-3844.

Los Angeles Unified School District

Student Health & Human Services
Pupil Services & Attendance

Attendance Matters!

Count your child's absences between August 20th and December 20th and write it in the box.
This will help you obtain a true total of your child's absences this first semester.
Mark an "X" for full day absences.

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Number of absences this month:

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Number of absences this month:

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Number of absences this month:

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Number of absences this month:

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	29
29	30	31				

Number of absences this month:

NO SCHOOL | FIRST DAY OF SCHOOL

TOTAL NUMBER OF ABSENCES
August 20th - December 20th

NO MORE THAN 3 DAYS

Place this calendar in a visible area to monitor attendance.
For more information, visit the Pupil Services website:
pupilservices.lausd.net

Things to consider

Immigrant Parents: Families coming from other countries may prioritize attendance based on the policies/laws of their country of origin.

Housing, Health, Financial Situation: Families who are burdened with financial hardships, unstable living or health conditions may find it challenging to prioritize school attendance.

Mental Health: Challenges stemming from mental health issues may impair the judgment of a well-meaning caregiver.

6. Teachers can benefit from Professional Development about Attendance

Teachers are instrumental in encouraging their students to attend school daily

Teachers should be reminded of the importance of accurate and timely attendance taking procedures

PD offers an opportunity to cultivate educators' empathy by demonstrating how chronic absenteeism can be a symptom of underlying social-emotional issues

Accurate Attendance Submittal is Critical

- Ensures compliance in case of an audit
- Allows for every student to be accounted for in case of an emergency
- Ensures parents receive accurate information when they inquire about their child's attendance
- Notifications made via Blackboard-Connect, and truancy letters are accurate regarding absences and tardies

Planning Ahead

- What strategies can be implemented for students that are classified as Chronic by September 25?
- Can students move bands?

2019-20 LCAP Goals for Student Attendance

Percentage of Students with Excellent Attendance: 72% or better

Percentage of Students Chronically Absent: 7% or less

Attendance Achievement by Instructional Day 2019-2020

96% Attendance rate means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION

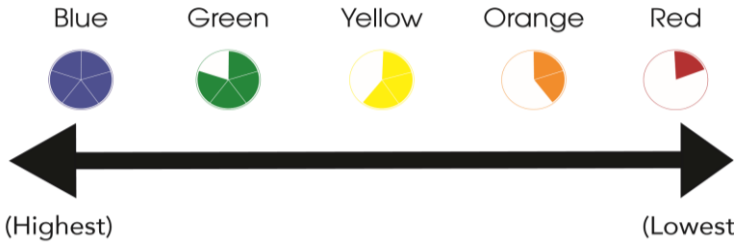
Chronic Absence ← → Excellent Attendance

		Less than 87%	87% – 91%	92% - 95%	96% - 99%	100%
Instructional Day	Date	Far Below Basic	Below Basic	Basic	Proficient	Advanced
25	September 25	4 or more	3	2	1	0
50	November 1	7 or more	5-6	3-4	1-2	0
75	December 16	10 or more	7-9	4-6	1-3	0
100	February 11	14 or more	9-13	5-8	1-4	0
125	March 18	17 or more	11-16	6-10	1-5	0
150	April 30	20 or more	13-19	7-12	1-6	0
175	June 5	23 or more	15-22	8-14	1-7	0
180	June 12	24 or more	15-23	8-14	1-7	0

California Dashboard

https://www.caschooldashboard.org/

Schools and districts receive one of five color-coded performance levels on each of the six state indicators



The overall performance level is based on how current performance (status) compares to past performance (change)

http://bit.ly/PRINCIPAL9_4

#	Name	Title	Phone #	E-Mail
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