



# Attendance Improvement Program Toolkit

Transitional Kindergarten / Kindergarten & Grade 9



Pupil Services  
2014-2015

Alicia L. Garoupa, L.C.S.W.  
Coordinator, Attendance Improvement Program  
[alicia.garoupa@lausd.net](mailto:alicia.garoupa@lausd.net)

[pupilservices.lausd.net](http://pupilservices.lausd.net)  
(213) 241-3844

# Background

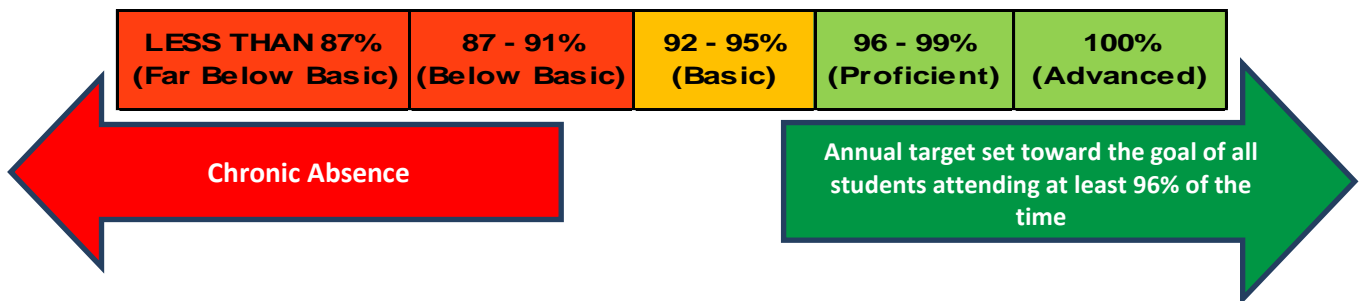
## Introduction

Student attendance is an important measure of student engagement and is strongly correlated to academic achievement and graduation. A growing body of academic research supports the vital importance of regular attendance, and the prevention of [chronic absence](#), particularly in early grades<sup>1</sup>. In the LAUSD, chronic absence is defined as having an attendance rate of 91% or less, equivalent to missing 15 days (three or more weeks) during an academic year, regardless of the reasons for absence (excused or unexcused). Students who are chronically absent in early grades are far more likely to fall behind in reading and math, be chronically absent in later grades, and eventually drop out of high school.<sup>2</sup>

Student absenteeism results in the loss of critical instructional time and significant reductions in [Average Daily Attendance Revenue](#) (ADA), the main source of state funding for all schools.

In 2011, LAUSD Superintendent John Deasy released his [Performance Meter](#), outlining core beliefs, goals and targets for improvement in key areas, including increasing the percentage of students with 96% or higher attendance (considered **Proficient/Advanced Attendance**).

The Pupil Services Unit of the LAUSD tracks and reports student attendance trends based on five student attendance performance levels (or bands) as reflected in the table below.



At the end of the 2010-11 school year, a comprehensive review of district-wide attendance trends reflected that Kindergarten and Grade 9 students had significantly lower rates of Proficient/Advanced Attendance and the highest rates of chronic absence. Only 55% of LAUSD Kindergarten students achieved 96% or higher attendance and 19% were considered chronically absent. Similarly, only 62% of LAUSD Grade 9 students achieved 96% or higher attendance, and 20% were chronically absent.

<sup>1</sup> [Present, Engaged and Accounted for: The Critical Importance of Addressing Chronic Absence in Early Grades \(Chang and Romero, September 2008\)](#)  
[The Importance of Being in School: A Report on Absenteeism in the Nation's Public Schools \(Balfanz and Byrnes, May 2012\)](#)

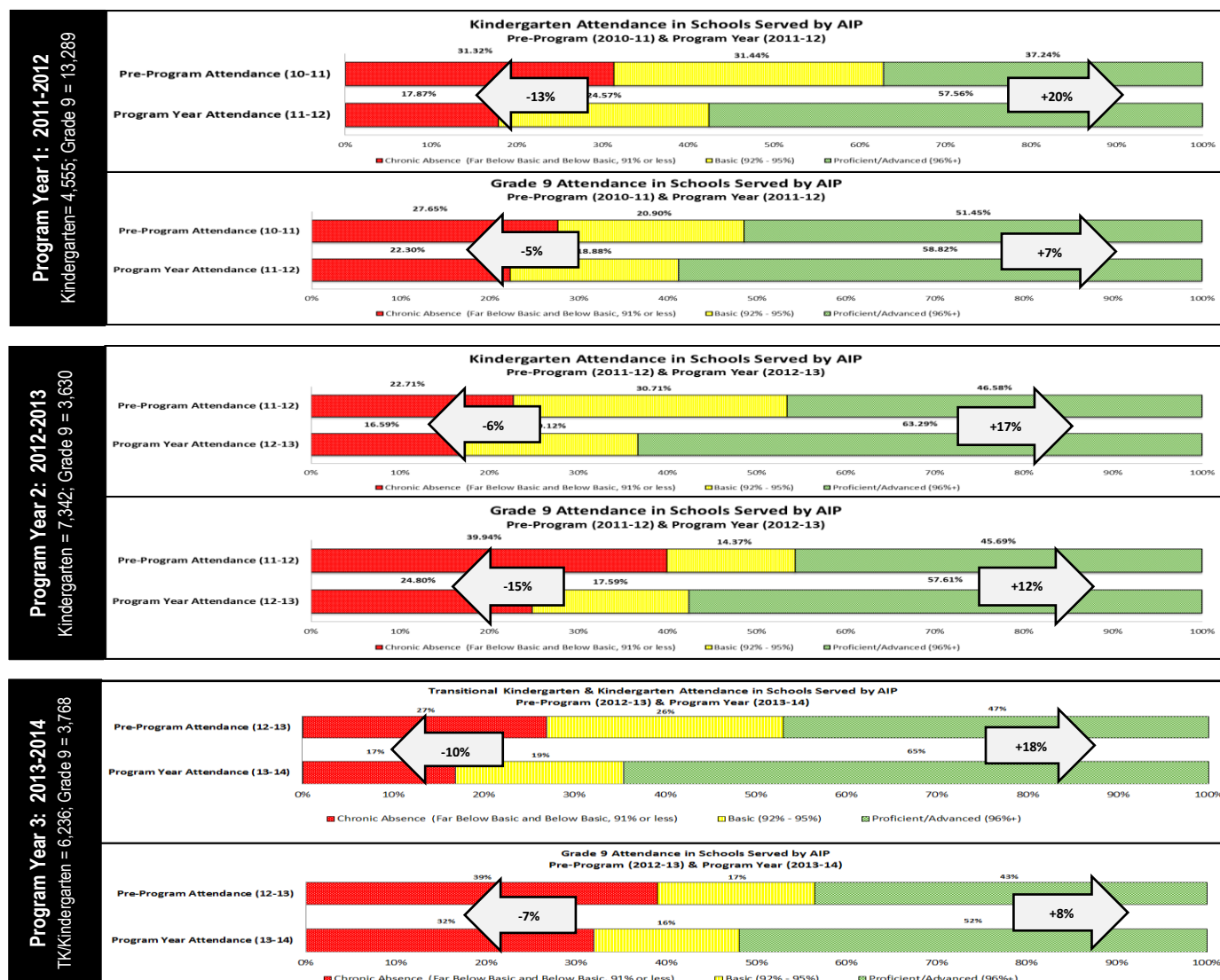
<sup>2</sup> [The Differential Trajectories of High School Dropouts and Graduates \(Hickman, Arizona State University, 2008\)](#)

## Attendance Improvement Program: An Effective Model for Absence Prevention

In response to the critical need for attendance improvement in Kindergarten and Grade 9, LAUSD launched the [Attendance Improvement Program \(AIP\) in September of 2011](#). The program targets the schools with the lowest rates of Proficient/Advanced attendance in Transitional Kindergarten, Kindergarten and Grade 9. An [Attendance Improvement Counselor \(Pupil Services and Attendance Counselor\)](#) provides focused support and strategic intervention at elementary schools and senior high schools throughout the District.

AIP schools have demonstrated significant gains in 96% or higher (Proficient/Advanced) attendance, consistently outpacing improvements seen district-wide. Additionally, AIP schools have demonstrated significant declines in chronic absence rates (as reflected in the graphs below).

### Attendance Improvement Program Outcomes



## **About the Attendance Improvement Program Toolkit**

The purpose of this toolkit is to provide schools with the tools and materials to support the attendance improvement program. The materials contained in this toolkit were developed and implemented by the Pupil Services and Attendance Counselors who serve in the Attendance Improvement Program.

### **ATTENDANCE IMPROVEMENT PROGRAM TOOLKIT -TABLE OF CONTENTS-**

- ◆ **Data Evaluation, Planning and Tracking Tools**
  - a. **Master Planning Calendar with Instructional Days for 2014-15**
  - b. **Attendance Bands and Absence Tracking**
  - c. **Attendance Trend Assessment Worksheet and Guide**
  - d. **Attendance Trend Monthly Tracking Worksheet and Guide**
  - e. **Useful Attendance Data Formulas**
  - f. **MyData Quick Reference**
  
- ◆ **School and Community Assessment Tools**
  - a. **Assessment Resources**
  - b. **School Resource Guide**
  
- ◆ **Letters and Memos**
  - a. **Introduction / Policy Letter**
  - b. **Attendance Notification Letter**
  - c. **Excessive Absence Letter**
  - d. **Extended Vacation Letter**
  - e. **Monthly Data Memo**
  - f. **Newsletter Template**
  
- ◆ **Incentive Ideas**
  - a. **Elementary**
  - b. **Secondary**
  
- ◆ **Frequently Used Terms**

# Data Evaluation, Planning and Tracking Tools



# -MASTER CALENDAR-

**2014-15**

[Click here to be taken to these calendar planning templates in Excel.](#)

2014-15 Traditional Calendar with Instructional Days

2014-15	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	School Days
August												1	2	3	4			5	6	7	8	9			10	11	12	13	H			13
September	H	14	15	16	17			18	19	20	21	22			23	24	25	26	27			28	29	30	UA	31			32	33		20
October	34	35	36			37	38	39	40	41			42	43	44	45	46			47	48	49	50	51			52	53	54	55	56	23
November			57	58	59	60	61			62	H	63	64	65			66	67	68	69	70			UA	UA	UA	H	H				14
December	71	72	73	74	75			76	77	78	79	80			81	82	83	84	85						H						H	15
January	H											86	87	88	89	90			H	91	92	93	94			95	96	97	98	99		14
February		100	101	102	103	104			105	106	107	108	109			H	110	111	112	113			114	115	116	117	118					19
March		119	120	121	122	123			124	125	126	127	128			129	130	131	132	133			134	135	136	137	138					20
April						UA	139	140	141	142			143	144	145	146	147			148	149	150	151	152			153	154	155	156		18
May	157			158	159	160	161	162			163	164	165	166	167			168	169	170	171	172			H	173	174	175	176			20
June	177	178	179	180																												4
																																180

2014-15 Month Specific Focus (INSERT YOUR OWN THEMES)

2014-15	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	School Days
August													Creating a welcoming environment																		13	
September	Attendance Awareness Month																														20	
October	Parent Engagement/Parents as Partners																														23	
November	Health and Wellness																														14	
December	Resources and Collaboration																														15	
January	Reflections and Goals																														14	
February	Self Care																														19	
March	Read Across America																														20	
April	Preparing for Transition																														17	
May	End of Year Celebration																														21	
June																															4	
																															180	



## -INSTRUCTIONAL DAYS CALENDAR-

To maintain Proficient/Advanced Attendance, students may miss no more than 1 day for every 25 days enrolled.

The tables below outline the number of absences students will have within the five attendance bands at various points throughout the 2014-15 school year.\*

### Absences within the attendance bands at the end of each calendar month

Absence Counts/Attendance Achievement Bands at the End of Each Month					
2014-15	FBB	BB	Basic	Proficient	Advanced
August	2 or more	1	1	0	0
September	5 or more	4	2-3	1	0
October	8 or more	5-7	3-4	1-2	0
November	10 or more	6-9	3-5	1-2	0
December	12 or more	7-11	4-6	1-3	0
January	13 or more	8-12	4-7	1-3	0
February	16 or more	10-15	5-9	1-4	0
March	18 or more	12-17	6-11	1-5	0
April	21 or more	13-20	7-12	1-6	0
May	23 or more	15-22	8-14	1-7	0
June	24 or more	15-23	8-14	1-7	0

### Absences within the attendance bands at each 25<sup>th</sup> instructional day

Attendance Achievement by Instructional Day <i>Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION</i>						
Instructional Day	Date	FBB	BB	Basic	Proficient	Advanced
25	September 17	4 or more	3	2	1	0
50	October 23	7 or more	5-6	3-4	1-2	0
75	December 5	10 or more	7-9	4-6	1-3	0
100	February 2	14 or more	9-13	5-8	1-4	0
125	March 10	17 or more	11-16	6-10	1-5	0
150	April 22	20 or more	13-19	7-12	1-6	0
175	May 28	23 or more	15-22	8-14	1-7	0
180	June 4	24 or more	15-23	8-14	1-7	0

[Click here to access an instructional day Parent Calendar that can be used to engage parents in absence prevention and teach attendance expectations.](#)

\*These tables reflect absences for students continuously enrolled since August 12 (first instructional day).

## -Attendance Trend Assessment Worksheet-

*Purpose: To examine two years of attendance achievement and trends to assist with planning for the coming school year.*

### Proficient/Advanced Attendance (96% or higher) and Enrollment

	2012-13		2013-14	
Grade Level	Percent of Students at/above 96%	Number Enrolled	Percent of Students at/above 96%	Number Enrolled
School-wide				

### School-wide Monthly Attendance Rates and Revenue Loss

	2012-13		2013-14	
Month	Attendance Rate	Revenue Loss	Attendance Rate	Revenue Loss
Cumulative				

Date reviewed in MyData: \_\_\_\_\_



## -Attendance Trend Assessment Worksheet GUIDE-

*Purpose: To assist in locating the data (in MyData system) to complete the Attendance Trend Assessment Worksheet.*

### Proficient/Advanced Attendance (96% or higher) and Enrollment

	2012-13		2013-14	
Grade Level	Percent of Students at/above 96%	Number Enrolled	Percent of Students at/above 96%	Number Enrolled
	<p><i>From the Attendance Report section in MyData</i></p> <p>Tab: Location Comparisons</p> <p>Summarize By: Preferred Location Name</p> <p>Display As: # and % of Students</p> <p>Filters: Preferred location, school year, and grade</p> <p><i>Extract the information for each grade and school-wide</i></p>			
School-wide				

### School-wide Monthly Attendance Rates and Revenue Loss

	2012-13		2013-14	
Month	Attendance Rate	Revenue Loss	Attendance Rate	Revenue Loss
	<p><i>From the Attendance Report section in MyData</i></p> <p><u>Attendance Rate</u></p> <p>Tab: Month-Month Comparison</p> <p>Display As: Monthly</p> <p>Filters: Preferred location, school year, and grade</p> <p><i>*Extract the information for each school year</i></p> <p><u>Revenue Loss</u></p> <p>Tab: Revenue Lost</p> <p>Summarize By: Month</p> <p>Filters: Preferred location, school year, and grade</p> <p><i>*Information for two years is displayed at the bottom</i></p>			
Cumulative				

## -Monthly Attendance Trend Tracking Worksheet-

*Purpose: To track attendance achievement, monthly trends and evaluate the effectiveness of strategies and interventions.*

**Month:** \_\_\_\_\_

### 96% Attendance, Chronic Absence and Enrollment

	2014-15		
Grade Level	Percent of Students at/above 96%	Number Enrolled	Percent of students below 91%
School-wide			

### School-wide Monthly Attendance Rates and Revenue Loss

	2014-15		
Month	Attendance Rate	Revenue Loss	Instructional Days Lost
Cumulative			

Date reviewed in MyData: \_\_\_\_\_

## -Monthly Attendance Trend Tracking Worksheet GUIDE-

*Purpose: To assist in locating the data (in MyData system) to complete the Attendance Trend Tracking Worksheet.*

Month: \_\_\_\_\_

### Proficient/Advanced Attendance (96% or higher) and Enrollment

Grade Level	2014-15		
	Percent of Students at/above 96%	Number Enrolled	Percent of students below 91%
	<b>Tab: Location Comparisons</b> Summarize By: Preferred Location Name Display As: # and % of Students Filters: Preferred location, school year, and grade <i>Extract the information for each grade and school-wide</i>		
School-wide			

### School-wide Monthly Attendance Rates and Revenue Loss

Month	2014-15		
	Attendance Rate	Revenue Loss	Instructional Days Lost
	<div style="text-align: center;"><u>Attendance Rate</u></div> <b>Tab: Month-Month Comparison</b> Display As: Monthly Filters: Preferred location, school year, and grade <i>*Refer to data extract dates</i>  <div style="text-align: center;"><u>Revenue Loss</u></div> <b>Tab: Revenue Lost</b> Summarize By: Month Filters: Preferred location, school year, and grade <i>*Data Extract Dates</i>		
Cumulative			

## -Useful Attendance Data Formulas-

### FOR CLASSROOM ATTENDANCE PERCENTAGE BY DAY

To track daily absences and attendance percentage by classroom, use the formula below

Formula/Instructions	Example
1. Actual Attendance (number of students present <i>including the</i> number of tardy and early leave students) MiSiS	41
2. Possible Attendance (Total number of students enrolled in the classroom)	43

Attendance Percentage Calculation = Actual attendance divided by possible attendance

$$\frac{\text{Actual Attendance}}{\text{Possible Attendance}} = \frac{41}{43} = 93.35\%$$

Sample table displaying absence counts by day:

Teacher	M	T	W	Th	Fri	Weekly Absence Count
	5/5/2014	5/6/2014	5/7/2014	5/8/2014	5/9/2014	
Best	1	0	1	0	0	2
Good	2	0	1	0	1	4
Amazing	2	1	0	0	0	3
<b>Daily Total</b>	8	1	3	1	2	15

Click here for an Excel worksheet to track and display [Daily Absence Counts for Classrooms](#) as shown in the table above.

### FOR CLASSROOM ATTENDANCE PERCENTAGE BY MONTH

To track attendance percentage by classroom, use the formula below

Formula/Instructions	Example
1. Actual Attendance (number of students present <i>including the</i> number of tardy and early leave students) MiSiS	197
2. Possible Attendance (number of students enrolled in each classroom during the month <b>multiplied by</b> the total number of instructional days in the month; then <b>subtracted by</b> the total days students were not enrolled) Sample formula: (15 students enrolled X 15 instructional days) – 13 days not enrolled= 212	212

Classroom Monthly Attendance Percentage Calculation = Actual attendance divided by possible attendance

$$\frac{\text{Actual Attendance}}{\text{Possible Attendance}} = \frac{197}{212} = 92.92\%$$

Click here for an Excel worksheet that will help to calculate and track [weekly and monthly attendance percentages for classrooms](#).

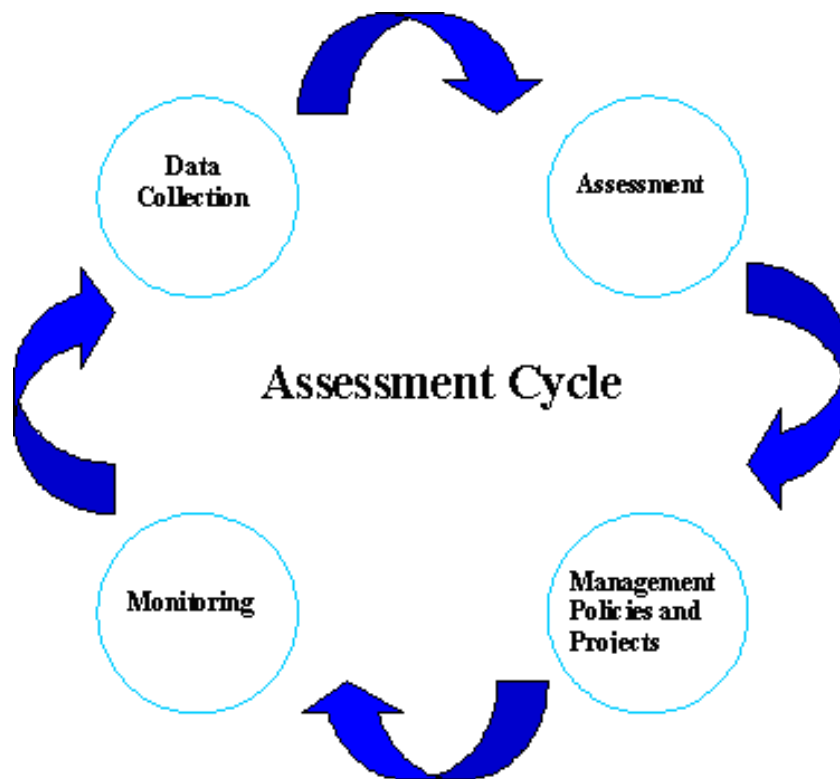
## -MyData Quick Reference-

All attendance data in the MyData system can be accessed by clicking the **“School”** located on the blue menu bar and selecting **“Attendance”** from the dropdown menu.

Data Inquiry	Application	Data Location
What are your school’s <b>month-to-month attendance trends</b> (2 year comparison)?	Compare and explore seasonal variations in month-to-month attendance rates for the entire school. The report provides month specific rates and a cumulative rate for the school year.	<b>Tab:</b> Month-to-Month Comparisons  <b>Display As:</b> Monthly Attendance  <b>Filters:</b> Preferred location and school year  Select prior school year
What is your school’s approximate amount of <b>revenue lost</b> from absences in the past 2 school years?	See the dollar impact of student absences on a month-to-month basis. Revenue lost is a direct calculation from lost instructional days due to absence.	<b>Tab:</b> Revenue Lost  <b>Summarize By:</b> Month  <b>Filters:</b> Preferred location and school year  Select prior school year
What is the percent and number of <b>students achieving /not achieving proficient/advanced attendance</b> at your school in the past two years?	Identify the proportions of students that fall into each attendance band within each grade level: <i>Advanced, Proficient, Basic, Below Basic, and Far Below Basic.</i>	<b>Tab:</b> Location Comparisons  <b>Summarize By:</b> Preferred Location Name  <b>Display As:</b> # and % of Students  <b>Filters:</b> Preferred location and school year  <i>Extract the information for two years:</i>  Select each grade level and school-wide
What is the percent and number of students considered <b>“Chronically Absent”</b> (91% or lower attendance at your school in the past 2 years.		

[Click here to be taken to MyData FAQ.](#)

# School and Community Assessment Tools



## **-School and Community Assessment Resources-**

### **School Data and Assessment**

[MyData](#)

[School Data & Performance Indicator](#) (Under the Performance Indicators Dropdown)

[School Report Card](#)

[School Experience Survey](#)

[School Performance Framework](#)

### **Community Data and Assessment**

- [U.S. Census](#)
- [Healthy City](#)
- [Zip Skinny](#)



## SCHOOL RESOURCE DIRECTORY

[Click here to be taken to this Staff Resource Directory template in Word.](#)

School Name	
School Address	
School Phone/Fax	

SCHOOL CONTACTS		
TITLE	NAME	TELEPHONE EXTENSION
Principal		
Assistant Principal		
Assistant Principal		
AP, EIS		
AP, SCS		
AP, SSS		
Special Education		
School Administrative Assistant (SAA)		
Attendance Clerk		
School Site Tech Support		
Cafeteria Manager		
Plant Manager		
SUPPORT STAFF	NAME	SCHEDULED DAYS/EXTENSION
PSA Counselor		
DPC Counselor		
Attendance Improvement Counselor		
Foster Youth Achievement Counselor		
School Psychologist		
Psychiatric Social Worker		
School Nurse		
Attendance Improvement Counselor		
Foster Youth Achievement Counselor		
Dean		
Dean		
Impact Coordinator		
Healthy Start Coordinator		
On-Site Counseling Agency		
Lead Counseling Agency		
Speech Pathologist		
Other:		
MULTIDISCIPLINARY TEAMS	TEAM LEAD	SCHEDULED DAYS
Coordination of Services Team (COST)		
Student Success Team (SST)		
Student Attendance Review Team (SART)		

SCHOOL-BASED RESOURCES	
------------------------	--

[illegible]

*\*Can include parent groups/workshops; before/after school programs; student clubs; sports teams; student support groups (e.g. Impact, anger management, grief, etc.), classes for credit recovery, remediation, or skill development; community-based organizations that are on-site; etc.*

# Letter and Memo Templates



## INTRODUCTION/POLICY LETTER/MEMORANDUM [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word](#)

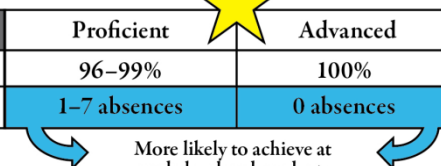
TO: Faculty and Staff  
FROM: <<AIC NAME>>, Attendance Improvement Counselor  
DATE: << DATE>>  
SUBJECT: Attendance Improvement Program Introduction

Welcome to the new school year! The LAUSD Performance Meter Goal is for all students to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the school year.

This means that each student must have:

- No more than one absence for every five weeks (25 instructional days) of school
- No more than SEVEN TOTAL absences in the school year

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87-91%	92-95%	96-99%	100%
25 or more absences	15-24 absences	8-14 absences	1-7 absences	0 absences



Last year, our school achieved the following rates of Proficient/Advanced (96% or higher) Attendance:

<<SCHOOL NAME>> 2014-15 School Year		
Grade Level	Above 96%	Number of Students
School-wide		

To meet the LAUSD attendance goal, the following strategies and activities are being implemented this school year:

1. Incentive programs
  - a. <<INSERT PROGRAM>> (e.g., 96% Club recognition)
  - b. <<INSERT PROGRAM>> (e.g., Incentives for classes with the highest attendance)
  - c. <<INSERT PROGRAM>> (e.g., Parent meeting for students below 96%)
2. Monthly data tracking and sharing
3. Parent engagement activities and recognition for 96% or higher attendance

Your participation and support will be critical to improving attendance at our school. For more information or to get involved, please contact me at <<PHONE NUMBER>>.

**WE NEED YOUR SUPPORT TO HELP ALL OF OUR STUDENTS SUCCEED!**

Approved by: \_\_\_\_\_, Principal

## ATTENDANCE NOTIFICATION LETTER [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)

<<DATE>>

Dear Parents/Guardians of <<STUDENT NAME>>:

The <<INSTRUCTIONAL DAY>> Instructional Day is <<DATE>>. On this day, all students who have been enrolled since the first day of school and have << # OF ABSENCES >> or **FEWER absences** will be recognized for having Proficient/Advanced attendance. We will celebrate the <<INSTRUCTIONAL DAY>>\_day of school with various activities for students who are achieving the goal and/or maintain Perfect Attendance from today until this date.

**Don't let your child miss out! Send your child to school every day!**  
**As of today, <<STUDENT NAME>> has**  
**an attendance rate of << PERCENT >>% with <<# OF DAYS >> absence(s).**

The LAUSD goal for all students is to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the entire school year. The table below explains in detail how this can be achieved.

<b>MAINTAINING PROFICIENT/ADVANCED ATTENDANCE</b>		
<i>Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION</i>		
<b>INSTRUCTIONAL DAY</b>	<b>ON THIS DATE...</b>	<b>THE FOLLOWING # OF ABSENCES IS ALLOWABLE</b>
25	September 17	0-1 day
50	October 23	0-2 days
75	December 5	0-3 days
100	February 2	0-4 days
125	March 10	0-5 days
150	April 22	0-6 days
175	May 28	0-7 days

If your child has more than 7 absences, please contact the Attendance Improvement Counselor, << **AIC NAME**>>, at <<PHONE NUMBER>> as soon as possible. We will send you an update about your child's attendance after every 25 days of instruction (approximately every 5 weeks).

We look forward to continuing our partnership with you.

Sincerely,

<< **AIC NAME**>>

Attendance Improvement Counselor

Approved by: \_\_\_\_\_, Principal

## EXCESSIVE ABSENCE LETTER [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)




<< DATE >>

Dear Parents/Guardians of <<STUDENT NAME>>:

**You are receiving this letter because your child has accrued excessive excused and/or unexcused absences.**

The LAUSD goal for all students is maintaining a Proficient/Advanced attendance rate, which means 7 or less absences throughout the entire school year. Achieving Proficient/Advanced attendance is directly tied to student achievement. As of this week, your child is NOT meeting the 96% attendance goal and has already accumulated more than 7 absences, putting him/her at serious risk of falling behind.

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences

  More likely to achieve at grade level and graduate 

**A review of our records shows that your child:**

- Has an attendance rate of <<PERCENT>>%.
- Has accumulated <<# OF DAYS>> absences.

All students are expected to attend school every day, on time. California's compulsory education law (EC 48200) requires each person between 6 and 18 years of age to attend public, full-time day school and requires their parents or guardians to send them there, unless legally exempt. According to Education Code 48260, any pupil who is absent from school without a valid excuse for three full days, or who is tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions, or any combination thereof, may be considered "truant." Truancy is a court-punishable offense for both the child and the child's guardian.

We understand that <<GRADE LEVEL>> can be a challenging transitional year. The following programs are available to support you and your child:

### <<INSERT EXAMPLES>>

♦ <<INSERT EXAMPLE>> (e.g., Tutoring Program)	♦ <<INSERT EXAMPLE>> (e.g., Academic Counselors)
♦ <<INSERT EXAMPLE>> (e.g., After School Programs)	♦ <<INSERT EXAMPLE>> (e.g., Parent Center workshops)

Please contact the Attendance Improvement Counselor, <<AIC NAME>>, at <<PHONE NUMBER>>.

**WE NEED YOUR SUPPORT TO HELP YOUR CHILD SUCCEED!**

Sincerely,

Principal

## EXTENDED VACATION LETTER [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)

### MISSING SCHOOL AFFECTS STUDENT ACADEMIC PERFORMANCE.

It takes an average of **three days** for a student to catch up **for each day of school missed**.

<< DATE>>

Dear Parents/Guardians:

We need your support to help your child be successful in school. Each day that your child is absent, he/she misses critical instructional time. The LAUSD goal for all students is to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the entire school year. This means having **no more than 7 total absences during the school year**.

Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence (EC 48260). As you make plans for the upcoming <<HOLIDAY/BREAK>> from <<VACATION DATES>>, we would like to remind you of our attendance policy and state laws regarding attendance.

According to the California Education Code, students may be excused from school when the absence is due to:

- Illness.
- Quarantine
- Medical, dental, optometric or chiropractic services.
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state)
- Jury duty.
- Illness or medical treatment of a child of whom the student is the custodial parent.
- Justifiable Personal Reasons: when the pupil's absence has been requested in writing by the parent and approved by the principal or designee.

**Any absence for any reason other than those stated above will be marked unexcused and may result in your child being classified as truant.**

**All students are expected to return on <<DATE OF RETURN>>.** Support your child's academic growth by ensuring he/she is in school every day and on time. If you have any questions, please call the Attendance Improvement Counselor, <<AIC NAME>>, at <<PHONE NUMBER>>.

Sincerely,

Principal



## DATA SHARING MEMORANDUM TEMPLATE/SAMPLE

[Click here to be taken to this template in Word.](#)

<<DATE>>

TO: Faculty and Staff

FROM: <<AIC NAME>>

SUBJECT: MONTHLY ATTENDANCE UPDATE AND REMINDERS  
**Current <<GRADE LEVEL>> Attendance Achievement**

	Far Below Basic Less than 87%	Below Basic 87-91%	Basic 92-95%	Proficient 96-99%	Advanced 100%
<<GRADE LEVEL>>	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)
School-wide	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)	<<PERCENT>> (<<# OF STUDENTS>>)

LAUSD Attendance Goal: All students achieving Proficient/Advanced Attendance  
*Proficient/Advanced Attendance (96% or higher) is maintained by having no more than 1 absence for every 25 days of instruction (maximum of 7 absences in 180 day school year).*

### EXAMPLE

#### <<GRADE LEVEL>>: Monthly Classroom\* Attendance Rates

School Month	1	2	3	4	5	6	7	8	9	10
Teacher A										
Teacher B										

*\*By classroom, advisory, SLC, etc.*

#### Announcements for <<MONTH>>

##### Reminders/Alerts:

- <<INSERT REMINDER/ALERT>> (e.g., Upcoming holiday)
- <<INSERT REMINDER/ALERT>> (e.g., Change in weather increases absences)

##### Attendance Activities/Events:

- <<INSERT REMINDER/ALERT>> (e.g., 96% Club recognition)
- <<INSERT REMINDER/ALERT>> (e.g., Classroom incentives for classes with the highest attendance)
- <<INSERT REMINDER/ALERT>> (e.g., Parent meeting for students below 96%)

##### Attendance Tips:

- <<INSERT REMINDER/ALERT>> (e.g., Contact the parent/guardian to discuss student's attendance on 5 week progress report)
- <<INSERT REMINDER/ALERT>> (e.g., Inquire about student absences and tardies)
- <<INSERT REMINDER/ALERT>> (e.g., Encourage students to come to school every day)

Approved by: \_\_\_\_\_  
Principal

**-SAMPLE MONTHLY ATTENDANCE NEWSLETTER-**  
[Click here to be taken to the Attendance Improvement Newsletter](#)



[INTER SCHOOL NAME HERE]  
 School address /AIC name

## Kindergarten News

[INSERT  
 MASCOT  
 HERE]

### ATTENDANCE IMPROVEMENT PROGRAM

SEPTEMBER ISSUE

**If you miss school,  
 you miss out!** ★

#### PARENT TIP:



- ✓ It is important for your child to arrive to school on time, before the bell rings.
- ✓ Develop an after school routine:
  - o Wash your hands
  - o Have a snack
  - o Do homework (without TV, radio, or games)
  - o Put homework in your homework folder
- ✓ Also, develop your child develop an after dinner routine:
  - o Take a bath
  - o Brush your teeth
  - o Be in bed by 8pm
- ✓ Have a back-up plan for getting your child to and from school if something comes up. Call on a family member, a neighbor, or another parent.

#### AIP/SCHOOL Highlights

[Highlight points about school Incentive Drive for the 25 Day of Instruction 9/17]



### Dear Parent September is Attendance Awareness Month!

Did you know that missing just 10 percent of the school year in Kindergarten can leave students struggling throughout elementary school? School attendance is essential to academic success, but too often students, parents and schools don't realize how quickly absences, excused or unexcused, can add up to academic trouble. The impact is the greatest on low-income students who lack the resources to make up for the lost time in the classroom.

***Every school day counts and everyone can make a difference!***  
 Please remember, you should not have more than 1 absence for every 25<sup>th</sup> days of school.

***Talk to your child about the importance of coming to school!***

[Use this section for holiday reminder]

#### Attendance Trends

ATTENDANCE	LAST YEAR 2012-2013	CURRENT GOAL 2013-2014	CURRENT RATE
SCHOOLWIDE			
KINDERGARTEN			

# Incentive Ideas



**Refer to Free/Low Cost Incentive Ideas for all stakeholders**  
**[Click here to be taken to Free/Inexpensive Reward Ideas](#)**

## Attendance Incentive Ideas for Students, Elementary

MONTHLY		
Incentives / Recognition		Tools
STUDENTS	<u>Classroom Goal/Competition</u> Use the Apple Tree template to track class attendance. Fill in one apple each day that all students are present in the class. Once the apple tree is full, reward the students with a class prize or party.	Apple Tree Template p. 29-31
	<u>Individual Award</u> Award students by letting them have a "Treat With the Principal" for perfect/most improved attendance for that particular month	Treat With the Principal Template p. 32 MiSiS Attendance Incentive Report
	<u>Bulletin Board Recognition/Newsletters</u> Post pictures or names of students /classrooms with 100% attendance, most improved, or 96% and above on a bulletin board to recognize their achievements. Send out a monthly newsletter highlighting the class/school/student achievement.	Newsletter Template MyData Extract MiSiS
	<u>Recognition Assemblies</u> Hold an assembly to acknowledge individual students with perfect attendance for specified month. Present certificate of recognition and/or a certificate to be redeemed at a local eatery.	MiSiS
WEEKLY		
Incentives / Recognition		Tools
STUDENTS	<u>Classroom Competition</u> Utilize Fish Bowl template to track the class attendance for the week. Each day that all students are present in the class, add/color a fish to the bowl. Once the bowl is full, reward the class.	Fishbowl Template P. 33-35
	<u>Individual Recognition</u> Recognize students on a weekly basis utilizing High Five Club. Students who have attended the full five days of the school week receive an award/recognition.	High Five Template p. 36-37
	<u>Individual Recognition</u> Provide weekly congratulatory notices/phone calls to parents.	Notification Letter Blackboard Connect
	<u>Monday Morning Assembly and Opportunity Drawing</u> Every Monday, students who were present the entire week prior will be eligible to win a prize.	Monday Assembly Template p. 38
	<u>Host the "Mascot" or "Trophy" Competition</u> Each week, the class with the highest attendance earns the privilege to hold the "Mascot" or "Trophy" for the week.	Mascot/Trophy Competition Template p. 39

## Attendance Incentive Ideas for Students, Elementary

DAILY		
Incentives / Recognition		Tools
STUDENTS	<u>Positive Recognition</u> <ul style="list-style-type: none"> <li>♦ Teacher/school staff can give daily compliments to students/classrooms.</li> <li>♦ Principal can announce over the PA the classroom with perfect attendance for that day.</li> </ul>	MiSiS
	<u>Daily Chance</u> Every day that a student is present, they are entered into a drawing. Each week a name is drawn for a "Homework Pass" or "Lunch Line Pass."	Homework/Lunch Line Pass Template p. 40-41
	<u>Random Recognition</u> Teacher/Administrator randomly gives tickets to those students recognizing that they were at school and/or on-time.	Caught HERE Today Tickets Template p. 42-43
AS NEEDED/ONGOING INCENTIVE IDEAS		
Incentives / Recognition		Tools
STUDENTS	<u>Targeted Recognition</u> "King/Queen Fridays" to help increase attendance on a specific day. For example, low attendance days tend to fall on Fridays and Mondays.	Refer to King/Queen Friday p. 44
	<u>Random Drawing Opportunity</u> Identify low attendance days. On these days, draw names of students who are present for a reward/prize. For example, a school may choose to conduct drawings on Mondays to increase student attendance. Students are only eligible to participate in the raffle if they are present the day of the drawing.	Refer to Monday Morning Assembly and Opportunity Drawing p. 38
	<u>Holiday / Extended Vacation Incentive</u> Provide rewards or plan special events the day before or returning from vacation.	School Calendar <a href="#">Parent Calendar</a>
	<u>Theme Day</u> Have kids dress up on Mondays or Fridays to help improve attendance. The classes with the most students dressed get a special message over the PA and a prize.	Pajama Day Template p. 45

## Attendance Incentive Ideas for Parents and Teachers, Elementary

AS NEEDED/ONGOING INCENTIVE IDEAS		
Incentives / Recognition		Tools
PARENTS	<u>Most Improved Recognition</u> Recognize parents for bringing their child to school on-time and/or meeting his/her personal improvement goal.	Certificate/Letter Template p. 46
	<u>Personal Recognition</u> Set aside time each week to make phone calls to the parents of students whose attendance has improved.	MiSiS
TEACHERS	<u>Teacher Appreciation</u> Provide teachers with a certificate acknowledging their hard work for having: <ul style="list-style-type: none"> <li>◆ The Highest Attendance Rate in their grade/ school</li> <li>◆ The most improved attendance</li> </ul> Utilize donations from local businesses to reward teachers.  Post a picture of the classroom(s) with the highest monthly attendance rate.	MiSiS Certificates Camera

## STUDENT ATTENDANCE MOTIVATION PROGRAM, ELEMENTARY

**NAME/TITLE:** Apple Tree

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve classroom attendance

**SUPPLIES NEEDED:**

1. Apple Tree worksheet attachment
2. Apple Stickers or you can also color in the Apples
3. Mystery prizes for each student in the class or to find free or inexpensive rewards refer to the "Reward Ideas" PDF [Click here to be connected to the Free/Inexpensive Reward link](#)

**APPROXIMATE COST:**

None

**REWARD PERIOD:**

15 days of perfect attendance

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Distribute Perfect Attendance Tree and the apple stickers to each teacher. Ask the teacher to post the tree in a visible location.

**Step 2:**

Speak to the participating classrooms about the importance of school attendance. Explain that each day that every student is present the class gets closer to receiving a prize.

**Step 3:**

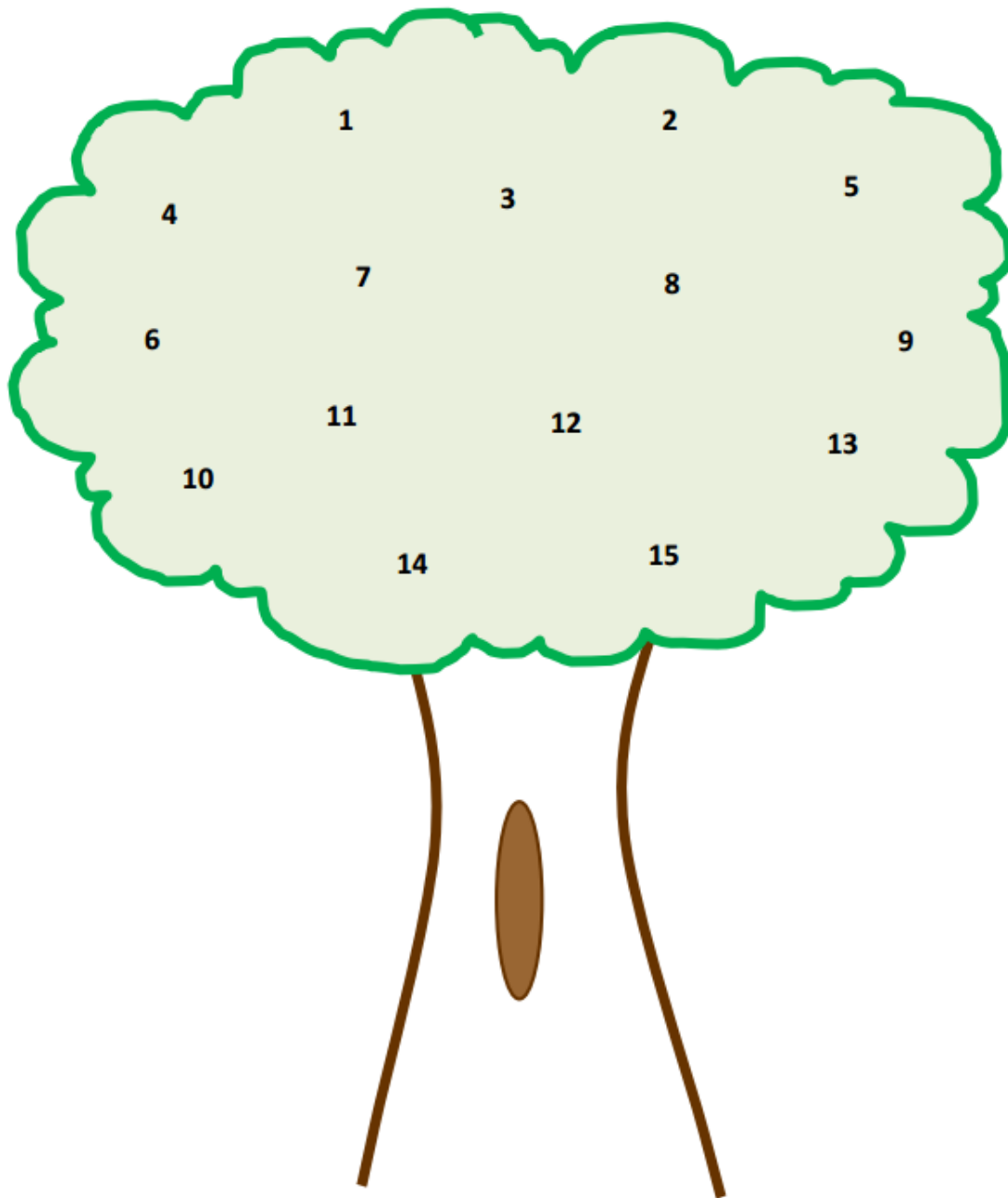
Each day the class has perfect attendance, place an apple sticker or color in an apple on the tree. If all students in the class are present on a rainy day, fill in 2 apples. Once the class has completely filled their tree, each student will receive a mystery prize or the class is rewarded with a party of celebration. Repeat the process.

**FORMS NEEDED:**

Apple Tree worksheet for each classroom



[Click here to be taken to this template.](#)



**Teacher:** Each day the class has perfect attendance, place an apple on the tree. If all students in the class are present on a rainy day, fill in 2 apples. Once the class has 15 days of perfect attendance, notify your Attendance Improvement Counselor for a reward.

**Cut out the apples below and use them to place on the tree for each day of classroom perfect attendance.**



## STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

**NAME/TITLE:** Treat with the Principal

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve individual student attendance

**SUPPLIES NEEDED:**

1. Treats (ice cream, cookies & milk, popcorn).
2. For Free or Inexpensive Rewards refer to the Reward Ideas PDF [Click here to be connected to the Free/Inexpensive Reward link](#)

**APPROXIMATE COST:**

- Cost of treats
- Get local eateries to donate cookies/popcorn
- Try asking cafeteria manager for milk

**REWARD PERIOD:** Monthly

**DESCRIPTION:**

**Step 1:**

Speak to the participating classrooms about the importance of school attendance. Explain that students that have perfect attendance each month will be rewarded by having a treat with the principal.

**Step 2:**

At the end of each month, run a MiSiS extract or use the teacher rosters to determine the students with perfect attendance.

**Step 3:**

Invite students who have perfect attendance, to have a “treat” with the principal during the last 15 minutes of school.

**FORMS NEEDED:**

None

## STUDENT ATTENDANCE MOTIVATION PROGRAM, ELEMENTARY

**NAME/TITLE:** Fish Bowl

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve classroom attendance

**SUPPLIES NEEDED:**

1. Fish Bowl worksheet attachment
2. Mystery prizes for each student in the class
3. For Free or Inexpensive Rewards refer to the Reward Ideas PDF [Click here to be connected to the Free/Inexpensive Reward link](#)

**APPROXIMATE COST:**

None

**REWARD PERIOD:**

5 days of perfect class attendance (nonconsecutive) or a week of perfect class attendance

**DESCRIPTION:**

**Step 1:**

Distribute one worksheet per classroom.

**Step 2:**

Speak to the participating classrooms about the importance of school attendance.

Explain that each day that every student is present the class gets closer to the receiving a prize.

**Step 3:**

Each day that ALL students are present, the class will tape/paste one of the fish on the fish bowl worksheet.

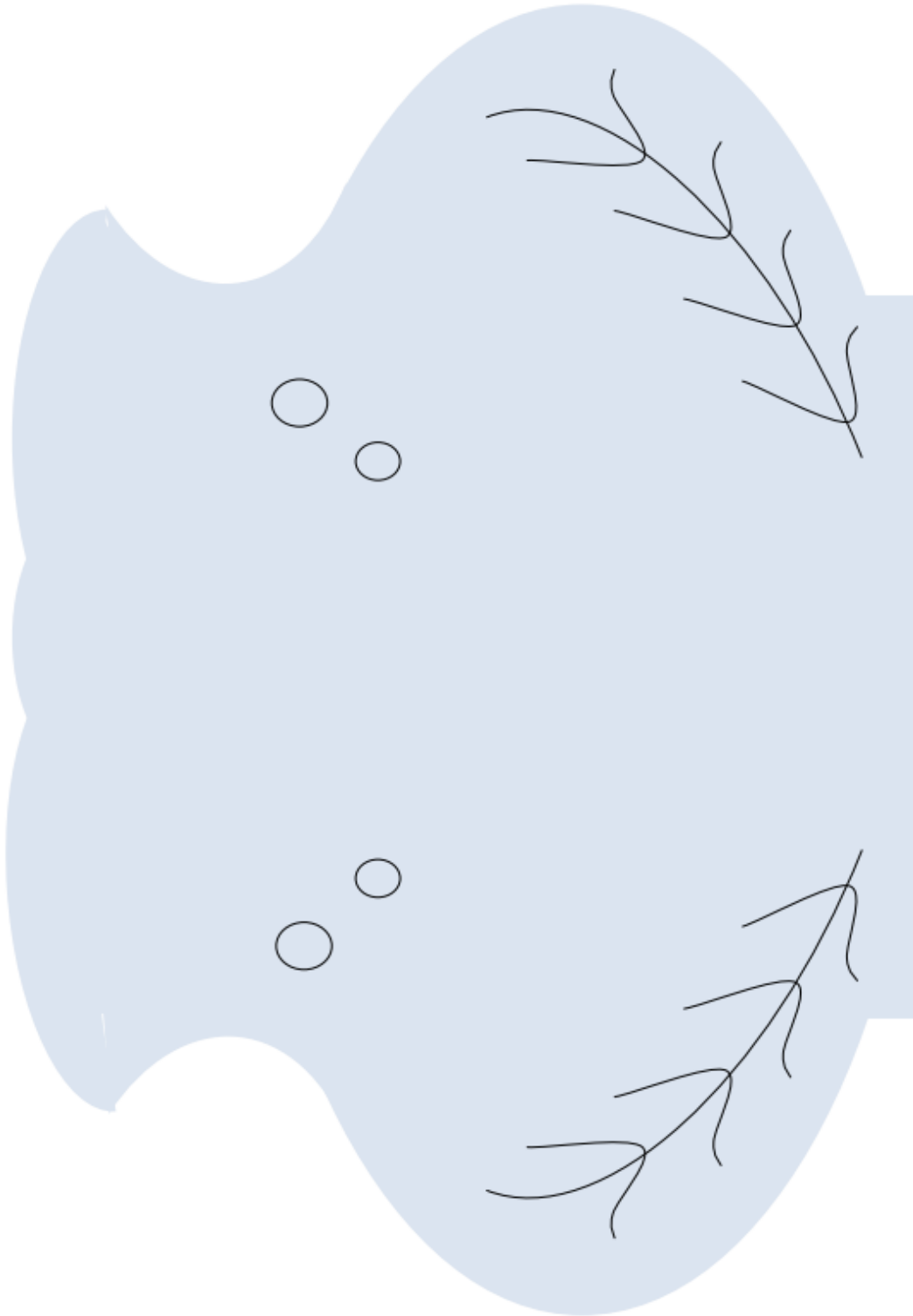
**Step 4:**

When all 5 fish are in the fish bowl, reward the class with a party or individual prizes.

**FORMS NEEDED:**

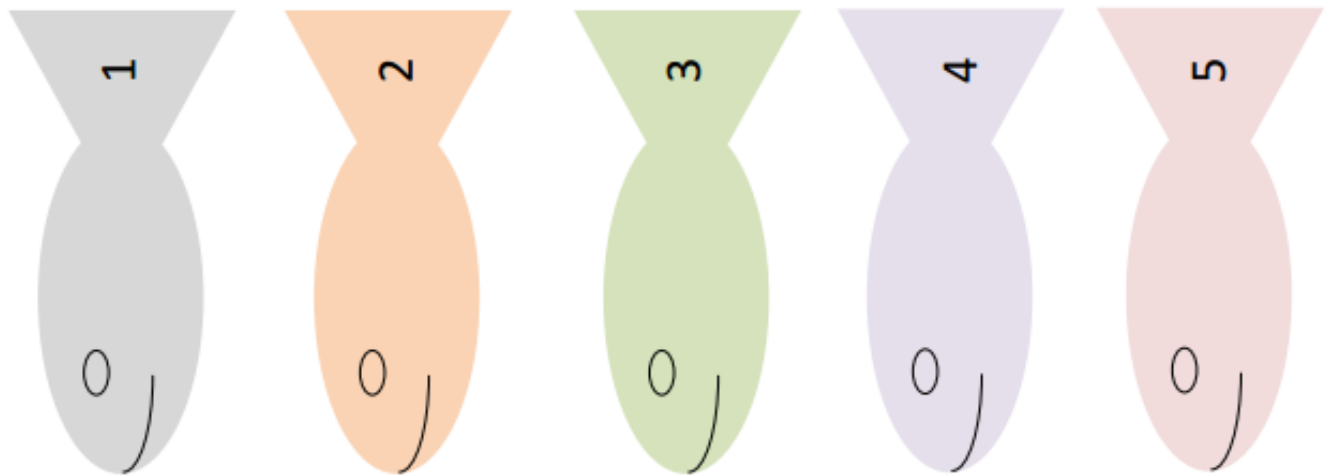
Sample Fish Bowl worksheet attachment

[Click here to be taken to this template.](#)



**Teacher:** Each day the class has perfect attendance, place a fish in the bowl. If all students in the class are present on a rainy day, place 2 fish in the bowl. Once the class has 5 days of perfect attendance, notify your Attendance Improvement Counselor for a reward.

**Cut out the fish below and use them to place in the fish bowl for each day of classroom perfect attendance.**



## STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

**NAME/TITLE:** High 5 Club

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve individual daily/weekly attendance

**SUPPLIES NEEDED:**

1. Badges (4' to 5' in diameter) with High 5 Club Printed on them (See attachment)
2. Safety pins, yarn, or ribbon
3. For free or inexpensive rewards refer to the Reward Ideas PDF [Click here to be connected to the Free and Inexpensive Reward link](#)

**APPROXIMATE COST:**

Cost of safety pins or yarn

**REWARD PERIOD:**

Weekly

Badges are awarded every Friday for Kindergarten students with perfect attendance for that week.

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Design, create, order, or use existing attached design to print badges. Punch a hole in the top of the badge to string the yarn or hook the safety pin through.

**Step 2:**

Run a MiSiS extract or use the teacher rosters every Friday to determine students with perfect attendance for the week.

**Step 3:**

Every Friday, hand out Badges to the students with perfect attendance that week.

**Step 4:**

Encourage staff members to acknowledge students wearing the badges by giving them a high five.

**FORMS NEEDED:**

High 5 Club Badges attachment



[Click here to be taken to this template.](#)



## STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

**NAME/TITLE:** Weekly “Monday Morning Attendance Assembly”

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve weekly attendance

**SUPPLIES NEEDED:**

1. A bowl
2. Raffle tickets/slips of paper
3. (2) 99 cent prizes each week
4. For Free or Inexpensive Rewards refer to the Reward Ideas PDF  
[Click here to be connected to the Free and Inexpensive Reward link](#)

**APPROXIMATE COST:**

\$2.00/week

**REWARD PERIOD:**

Weekly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Speak to the participating classrooms about the importance of school attendance. Explain that there will be an opportunity drawing every Monday. All students that are present every day of the prior week will be entered into a drawing to win a prize.

**Step 2:**

On the Friday prior to the drawing, all teachers will place the raffle tickets of those students who were present all week in an envelope.

**Step 3:**

Collect all of the envelopes from the teachers on Monday and put all of the tickets in the designated raffle bowl.

**Step 4:**

Select two tickets with students’ names from the bowl and award each a prize.

**FORMS NEEDED:**

None

## STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

**NAME/TITLE:** Host the “Mascot” or “Trophy” Competition

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve classroom attendance

**SUPPLIES NEEDED:**

1. A Trophy, Mascot or Stuffed Animal
  - a. If a trophy cannot be purchased, one may be constructed out of the cardboard (see attachment “Trophy”) or use an existing trophy and cover the plaque with a personalized message.
2. Fast food meal coupons (McDonalds, In-N-Out, Carl’s Jr., etc.) to be given to the winning classes from the local eateries

**APPROXIMATE COST:**

The price of a stuffed animal/trophy, or donated by a student/parent/teacher.

**REWARD PERIOD:**

Weekly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Make a memorandum with details of the Traveling Trophy incentive for all classrooms/ teachers.

**Step 2:**

Advertise the program by posting posters or flyers on display boards in school hallways or areas with high Kinder traffic.

**Step 3:**

Generate a MiSiS report by school month and by classroom.

**Step 4:**

Announce the winners on the PA system. Have the school principal or administrator read the results.

**Step 5:**

Each week, present the trophy to the classroom that had the best attendance for the previous week.

**FORMS NEEDED:**

Send a memo to teachers and office staff informing them of the incentive program. Additionally, post flyers or posters throughout the school to advertise the incentive.

## STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

**NAME/TITLE:** Homework and Lunch Line Pass

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve individual daily/weekly attendance

**SUPPLIES OR MATERIALS NEEDED:**

Homework and Lunch Line Passes (see attachment)

**APPROXIMATED COST:**

None

**REWARD PERIOD:**

Daily or weekly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Make sure teachers and the Principal approve of this incentive. Design, create, order, or use existing attached design to print passes.

**Step 2:**

Explain to students that once they achieve perfect weekly attendance or meet another attendance goal, that they will earn a pass.

**Step 3:**

Run a MiSiS extract or use the teacher rosters every Friday to determine students with perfect attendance for the week

**Step 3:**

Every Friday, hand out passes to the students with perfect attendance that week

**Step 4:**

Encourage staff members to positively acknowledge and respond to the passes when students present the pass to the teacher or yard supervisor overseeing the lunch lines.

**FORMS NEEDED:**

Homework or Lunch Line Passes attachment

<div><b>HOMework PASS</b></div> <div><del><b>HOMework</b></del></div> <div>Signature _____ Date _____</div>	<div><b>HOMework PASS</b></div> <div><del><b>HOMework</b></del></div> <div>Signature _____ Date _____</div>
<div><b>HOMework PASS</b></div> <div><del><b>HOMework</b></del></div> <div>Signature _____ Date _____</div>	<div><b>HOMework PASS</b></div> <div><del><b>HOMework</b></del></div> <div>Signature _____ Date _____</div>
<div><b>LUNCH LINE PASS</b></div> <div>This pass allows you to skip to the front of the line!</div> <div>Signature _____ Date _____</div>	<div><b>LUNCH LINE PASS</b></div> <div>This pass allows you to skip to the front of the line!</div> <div>Signature _____ Date _____</div>
<div><b>LUNCH LINE PASS</b></div> <div>This pass allows you to skip to the front of the line!</div> <div>Signature _____ Date _____</div>	<div><b>LUNCH LINE PASS</b></div> <div>This pass allows you to skip to the front of the line!</div> <div>Signature _____ Date _____</div>

## STUDENT ATTENDANCE MOTIVATION PROGRAM, ELEMENTARY

**NAME/TITLE:** "Caught Here Today" Tickets

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve overall attendance on Mondays or Fridays

**SUPPLIES OR MATERIALS NEEDED:**

1. "Caught Here Today" tickets (see attachment)
2. Small prizes such as erasers, stickers, pencils, etc.
3. For Free or Inexpensive Rewards refer to the Reward Ideas PDF [Click here to be connected to the Free and Inexpensive Reward link](#)

**APPROXIMATED COST:**

\$1.00 for 200 stickers

None if the school can get prizes donated or purchase them with a donated store gift card

**REWARD PERIOD:**

Mondays or Fridays

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Speak to the participating classrooms about the importance of school attendance, especially on Mondays or Fridays. Explain that every Monday or Friday, students who are at school have a chance to receive "Caught Here Today" tickets. Explain that each Monday or Friday, students that are present will be awarded a ticket for a chance to win a prize in the weekly opportunity drawing.

**Step 2:**

Designate a staff member to pass out "Caught Here Today" tickets to students that are present on Monday or Fridays.

**Step 3:**

On Mondays or Fridays, pass out "Caught Here Today" tickets to students and put them in an opportunity drawing box or container for weekly winners of small prizes.

**FORMS NEEDED:**

"Caught Here Today" tickets (attached)

[Click here to be taken to this template.](#)

<i>Caught Here Today</i>					Date _____
M	T	W	Th	F	
Signature _____					

<i>Caught Here Today</i>					Date _____
M	T	W	Th	F	
Signature _____					

<i>Caught Here Today</i>					Date _____
M	T	W	Th	F	
Signature _____					

<i>Caught Here Today</i>					Date _____
M	T	W	Th	F	
Signature _____					

## STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

**NAME/TITLE:** King/Queen Days

**TARGET POPULATION:** Elementary

**OBJECTIVE:** To improve individual/classroom attendance for a targeted day

**SUPPLIES NEEDED:**

1. Construction paper
2. Stickers
3. For Free or Inexpensive Rewards refer to the Reward Ideas PDF [Click here to be connected to the Free and Inexpensive Reward link](#)

**APPROXIMATE COST:**

\$1.00 for a book of 200 stickers

**REWARD PERIOD:**

Weekly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Speak to the participating classrooms about the importance of school attendance. Explain that every designated day (e.g., Friday) students that are at school will have the privilege of wearing their special crown.

**Step 2:**

Use the attached template to create king and queen crowns. Label each crown with the name of a student in the class.

**Step 3:**

On King/Queen Day, pass out crowns to each student who is present to wear throughout the day. Place a sticker on each student's crown who attended school the entire week. Collect the crowns at the end of the day and repeat the process each week.


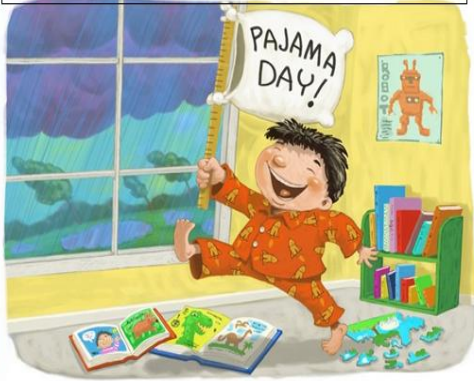
**FORMS NEEDED:**

None



# Pajama Day Attendance Incentive Flyer

[Click here to be taken to this template.](#)


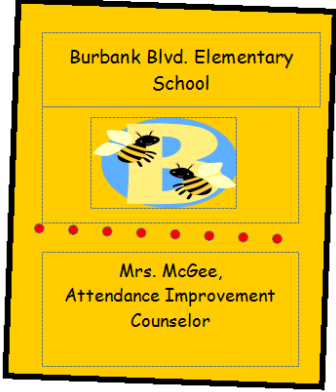
<p>RISE AND SHINE.</p> <p>COME TO SCHOOL IN YOUR PAJAMAS TO CELEBRATE THE 150<sup>TH</sup> DAY OF SCHOOL.</p> <p>Who: Students</p> <p>What: Wear your pajamas to school</p> <p>When: (Date)</p> <p>Why: To Celebrate 150 days of instruction</p> <p><b>DON'T MISS OUT. COME TO SCHOOL ON TIME EVERYDAY!</b></p> 	<p>LEVÁNTATE Y VEN A LA ESCUELA EN TUS PIJAMAS PARA CELEBRAR EL 150 DÍA DE INSTRUCCIÓN.</p> <p>Quien? Estudiantes</p> <p>Que? Venir vestidos en tu pijamas</p> <p>Cuando? (Fecha)</p> <p>Por que? Para celebrar el 150 día de instrucción</p> <p><b>NO PIERDAS NINGÚN DÍA. VEN A LA ESCUELA TODOS LOS DÍAS A TIEMPO!</b></p> 
--	--

# Sample Parent Postcard

[Click here to be taken to the template.](#)

Burbank Blvd. Elementary School	PLEASE PLACE STAMP HERE
To the Parents/Guardian of: John Doe	

 <p><b>Your child, <u>John Doe</u> had Perfect Attendance this week.</b></p> <p>Thank you for sending your child to school on time everyday. Kindergarten is crucial for future learning. Thank you for valuing your child's education.</p>	
---	--

## Attendance Incentive Ideas, Secondary

MONTHLY		
Incentives / Recognition		Tools
STUDENTS	<u>Classroom Competitions</u> <ul style="list-style-type: none"> <li>♦ Traveling Trophy to class with highest attendance %</li> <li>♦ Ice Cream Party, Popcorn Party, Pizza Party, or Nachos, class with highest attendance.</li> </ul>	MiSiS AT24 Monthly Report Ice Cream Party p. 49 Traveling Trophy p. 50
	<u>Bulletin Board</u> Picture displayed to recognize students with Perfect Attendance for the entire month.	The Great Race Template p. 51-52
	<u>VIP Invite to a "Popcorn &amp; Movie" Event</u> Provide students a VIP ticket for access to VIP seating area for a school event, assembly, concert, etc.	Tickets p. 53-54
	<u>Assembly</u> Acknowledge students with Perfect Attendance/Most Improved Attendance during an assembly.	Perfect Attendance Certificate Template p. 55
	<u>Publicized Announcements</u> <ul style="list-style-type: none"> <li>♦ Acknowledge students or classes with Proficient/Advanced Attendance in school newsletter.</li> <li>♦ Announce names of students with Perfect Attendance over the PA.</li> </ul>	MiSiS AT24 Report Monthly Newsletter
	<u>Attendance Awareness Month</u> Promote attendance through weekly themes such as: Pajama Day, Twin Day, Sports Day, School Spirit Day, Backwards Day, etc.	Pajama Day Flyer p. 56
WEEKLY		
Incentives / Recognition		Tools
STUDENTS	<u>Student Recognition:</u> <ul style="list-style-type: none"> <li>♦ Individual student recognition</li> <li>♦ Provide classrooms with small certificates for students with perfect weekly attendance. Names to be read out loud.</li> <li>♦ Raffles (School functions, games, prizes)</li> <li>♦ Weekly phone calls made to parents, Congratulations/Keep it up notices sent home.</li> </ul>	MiSiS Weekly report BlackBoard Connect
	<u>Mentor Program</u> <ul style="list-style-type: none"> <li>♦ Administrator, teacher, counselors, office staff, etc. paired up with a student to help them move up in bands. Weekly check-ins,</li> </ul>	Spend time with favorite staff member
	Lunch Line/First In Line Pass	Weekly Pass Template p. 57-58

## Attendance Incentive Ideas, Secondary

DAILY		
Incentives / Recognition		Tools
STUDENTS	<u>Positive Comments/ Compliments for Attending Class</u>	Teacher/School Staff can give daily compliments to students  Administrators can announce classrooms, SLCs, or Homerooms on the PA for the day.
	<u>PA Announcement of attendance drawing</u>	Students are awarded a ticket for each day of attendance
	<u>Earn Student Store “bucks” or “coupons”</u>	Bucks Template p. 59-60
AS NEEDED/ONGOING INCENTIVE IDEAS		
Incentives / Recognition		Tools
STUDENTS	<u>Extra Points/Double Incentives</u>	MiSiS or MyData Weekly Attendance (M/F)
	<u>25<sup>th</sup>, 100<sup>th</sup>, 175<sup>th</sup> day of School Celebrations</u>	Special Event for each milestone
	<u>Holiday / Extended Vacation Incentive</u> Provide rewards or plan special events the day before or after returning from vacation.	School Calendar
PARENTS	<u>Attendance Assembly</u> Recognize parents with a certificate acknowledging their hard work & effort for Proficient & Advanced attending students.	MiSiS/MyData Recognition Certificate p. 61
	<u>Personal Recognition</u> Make BlackBoard Connect calls directed to parents for their role in students attending at Proficient and Advanced attendance rate.	MyData/MiSiS extract BlackBoard Connect
TEACHERS	<u>Teacher Appreciation</u> Provide teachers with a certificate acknowledging their hard work for having: <ul style="list-style-type: none"> <li>◆ The Highest Attendance Rate in their grade/school</li> <li>◆ The most improved attendance</li> </ul>	MiSiS or MyData Monthly Attendance Certificates
	Utilize donations from local businesses to reward teachers.	Incentives
	<u>Bulletin Board Recognition</u> Post a picture of the classroom(s) with the highest monthly attendance rate.	MiSiS or MyData Monthly Attendance Camera

## STUDENT ATTENDANCE INCENTIVE PROGRAM, SECONDARY

**NAME/TITLE:** Ice-Cream Party or Pizza Party

**TARGET POPULATION:** Secondary

**OBJECTIVE:** To improve classroom attendance

### SUPPLIES NEEDED:

1. A Trophy, Mascot or Stuffed Animal
  - If a trophy cannot be purchased, one may be constructed out of cardboard (see attachment "Trophy") or use an existing trophy and cover the plaque with a personalized message.
2. For Free or Inexpensive Rewards refer to the Reward Ideas PDF  
[Click here to be connected to the Free and Inexpensive Reward link](#)

### APPROXIMATE COST:

The cost would be the price of a stuffed animal/trophy or have one donated by a student/parent/teacher.

### REWARD PERIOD:

Each week the classroom with the highest attendance rate for the week earns the privilege of hosting the "Traveling Trophy" or "Mascot/Stuffed Animal" for the following week.

### DESCRIPTION OF THE PROGRAM:

#### Step 1:

Speak to the participating classrooms about the importance of school attendance.  
Explain that each class is in a competition to have the highest class attendance rate each week.

#### Step 2:

Run a MiSiS extract or use the teacher rosters to determine the participating class's attendance rate at the close of the week.

#### Step 3:

Present the traveling trophy to the class with the highest attendance rate at the beginning of the new week. It is also suggested to announce the top class for the week over the PA system.

### FORMS NEEDED:

See attached Trophy as an example

## TRAVELING TROPHY

[Click here to be taken to this template.](#)



## STUDENT ATTENDANCE INCENTIVE PROGRAM, SECONDARY

**NAME/TITLE:** The Great Attendance Race

**TARGET POPULATION:** Elementary/Secondary

**OBJECTIVE:** To improve classroom attendance

**SUPPLIES NEEDED:**

1. An enclosed display case in a highly visible location, such as main hallway, or school entrance
2. Black Butcher Paper to draw "Race Track",
3. Yellow Tempera Paint & paint brush to divide tracks (one per class)
4. Different color "Car cut-outs" (one per class)
5. Fast Food meal coupons (McDonald's, In-N-Out, Carl's Jr. Etc.) to be given to the winning classes (amount depends on # of students per classroom).

**APPROXIMATE COST:**

Meal vouchers can be requested as donations from local eateries or businesses in the community. Poster materials should be available in the school's office. Service or art students can assist in the construction of the posters.

**REWARD PERIOD:**

Monthly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Make a memorandum with details of the competition

**Step 2:**

Construct a race track with cars representing different advisories. The race track is labeled 94%, 95%, 96% etc. Post in a highly visible area.

**Step 3:**

Each month, position the car for the respective advisory at the relevant percentage marker after calculating the attendance rate for the previous month.

**Step 4:**

Reward the winning class each month with fast food coupons, etc.

**FORMS NEEDED:**

Flyers or posters should be placed throughout the school to advertise the incentives.

*\*Race track theme can be replaced by another theme, even a generic chart.*

Copyright-2014 © Los Angeles Unified School District - All rights reserved







## STUDENT ATTENDANCE INCENTIVE PROGRAM

**NAME/TITLE:** Popcorn and a Movie

**TARGET POPULATION:** Secondary

**OBJECTIVE:** To improve classroom attendance

**SUPPLIES OR MATERIALS NEEDED:**

1. Popcorn
2. Age appropriate movie

**APPROXIMATE COST:**

Popcorn can be purchased using Student Body funds, donated by a local business, or purchased with a donated gift card from a local market.

**REWARD PERIOD:**

Monthly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Make a memorandum with details of the Popcorn and a Movie incentive for all homeroom teachers/SLCs.

**Step 2:**

Avertise by posting flyers and posters in the school hallways, or area with high 9th grade traffic.

**Step 3:**

Generate a MiSiS report by school month and by Homeroom.

**Step 4:**

Announce the winners on the PA system. Have the school principal or administrator read the results.

**Step 5:**

Movies must be approved by designated administrator.

**FORMS NEEDED:**

- Flyers or posters should be placed throughout the school to advertise the incentives.
- Movie tickets

\*Movie passes can be created on [www.says-it.com/concertticket](http://www.says-it.com/concertticket). Please note, background contains an inappropriate word that must be blocked prior to printing and distribution

CT0612	CAF	1	1	31864891	CT0612
EVENT CODE	SECTION/AISLE	ROW/BOX	SEAT	ADMISSION	EVENT CODE
\$ 96.00					691549953977
SERVICE CHRG					
\$ 3.75					
SECTION/AISLE	Attendance Improvement Program			SEC.	CAF
CAF	Presents				
	Popcorn and a Movie			ROW	1
ROW SEAT	for Students with Perfect Attendance				
1 1					
	For the Month of: MAY			SEAT	1
01JUN12	Fri, 1 Jun 2012, 11:30AM				



**says records**

www.says-it.com/concertticket

THIS TICKET IS A NOVELTY ITEM.  
ANY ATTEMPT TO USE THIS ITEM TO  
ATTEMPT TO GAIN ENTRY TO A CONCERT  
VENUE OR EVENT CONSTITUTES FRAUD.

CT0612	CAF	1	1	31864891	CT0612
EVENT CODE	SECTION/AISLE	ROW/BOX	SEAT	ADMISSION	EVENT CODE
\$ 96.00					691549953977
SERVICE CHRG					
\$ 3.75					
SECTION/AISLE	Attendance Improvement Program			SEC.	CAF
CAF	Presents				
	Popcorn and a Movie			ROW	1
ROW SEAT	for Students with Perfect Attendance				
1 1					
	For the Month of: MAY			SEAT	1
01JUN12	Fri, 1 Jun 2012, 11:30AM				



**says records**

www.says-it.com/concertticket

THIS TICKET IS A NOVELTY ITEM.  
ANY ATTEMPT TO USE THIS ITEM TO  
ATTEMPT TO GAIN ENTRY TO A CONCERT  
VENUE OR EVENT CONSTITUTES FRAUD.

# Attendance Recognition Certificate

[Click here to be taken to the template](#)

**PERFECT ATTENDANCE**

PRESENTED TO


Type Your Name Here

FOR

Type Description Here

Date Here

Name Here  
Title Here



CertificateStreet.com

STUDENT ATTENDANCE INCENTIVE PROGRAM

[Click here to be taken to this template.](#)

RISE AND SHINE.  
COME TO SCHOOL WEARING YOUR  
PAJAMAS TO CELEBRATE  
ATTENDANCE AWARENESS MONTH.

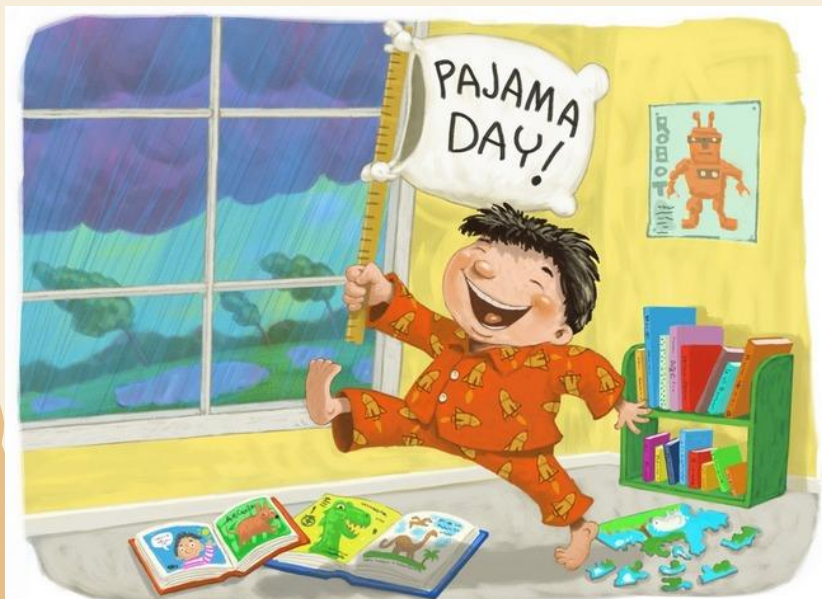
**Who:** Students

**What:** Wear your pajamas to school

**When:** <<Date>>

**Why:** To Celebrate <<# days>> of instruction

**DON'T MISS OUT. COME TO SCHOOL  
ON-TIME EVERY DAY!!**



## ***STUDENT ATTENDANCE INCENTIVE PROGRAM, SECONDARY***

**NAME/TITLE:** Lunch-Line Pass

**TARGET POPULATION:** Elementary/Secondary

**OBJECTIVE:** To improve individual attendance

**SUPPLIES OR MATERIALS NEEDED:**

Lunch-Line Passes

**APPROXIMATE COST:**

Free

**REWARD PERIOD:**

Weekly

**DESCRIPTION OF THE PROGRAM:**

Reward individuals with good or improved attendance by providing them with lunch-line passes that they can use one time to cut to the front of the line at lunch time.

**Step 1:**

Discuss program with the principal and cafeteria staff and create memorandum. Distribute memo to teachers, administrators, and other necessary staff members.

**Step 2:**

Announce the program in classes and advertise it by posting flyers and posters in highly visible areas.

**Step 3:**

Create a lunch line pass and stamp it to prevent counterfeiting.

**Step 4:**

Generate a monthly MiSiS report by school month and Homeroom.

**Step 5:**

Announce the winners on the PA system. Have the school principal or administrator read the results.

[Click here to be taken to this template.](#)

## LUNCH LINE PASS

This pass allows you to skip to the  
front of the line!

Rewarded to  
<<STUDENT NAME>>

for having the highest Attendance for the  
week or month!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LUNCH LINE PASS

This pass allows you to skip to the  
front of the line!

Rewarded to  
<<STUDENT NAME>>

for having the highest Attendance for the  
week or month!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LUNCH LINE PASS

This pass allows you to skip to the  
front of the line!

Rewarded to  
<<STUDENT NAME>>

for having the highest Attendance for the  
week or month!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LUNCH LINE PASS

This pass allows you to skip to the  
front of the line!

Rewarded to  
<<STUDENT NAME>>

for having the highest Attendance for the  
week or month!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LUNCH LINE PASS

This pass allows you to skip to the  
front of the line!

Rewarded to  
<<STUDENT NAME>>

for having the highest Attendance for the  
week or month!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LUNCH LINE PASS

This pass allows you to skip to the  
front of the line!

Rewarded to  
<<STUDENT NAME>>

for having the highest Attendance for the  
week or month!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## STUDENT ATTENDANCE INCENTIVE PROGRAM, SECONDARY

**NAME/TITLE:** Student Store “Bucks”

**TARGET POPULATION:** Secondary

**OBJECTIVE:** To improve individual student attendance

**SUPPLIES OR MATERIALS NEEDED:**

Certificates for Student Store

**APPROXIMATED COST:**

Cost of student store “bucks” can be covered by the student store or using student body funds.

**REWARD PERIOD:**

Monthly

**DESCRIPTION OF THE PROGRAM:**

**Step 1:**

Arrange for student store to provide/accept student store bucks. Coordinate with principal and other relevant parties to cover the costs using student body funds.

**Step 2:**

Create student store bucks template; stamp them to avoid counterfeiting.

**Step 3:**

Announce the incentive program in classrooms and advertise by posting flyers in highly visible areas.

**Step 4:**

Generate a monthly attendance report in MiSiS to determine who had perfect attendance for that month.

**Step 5:**

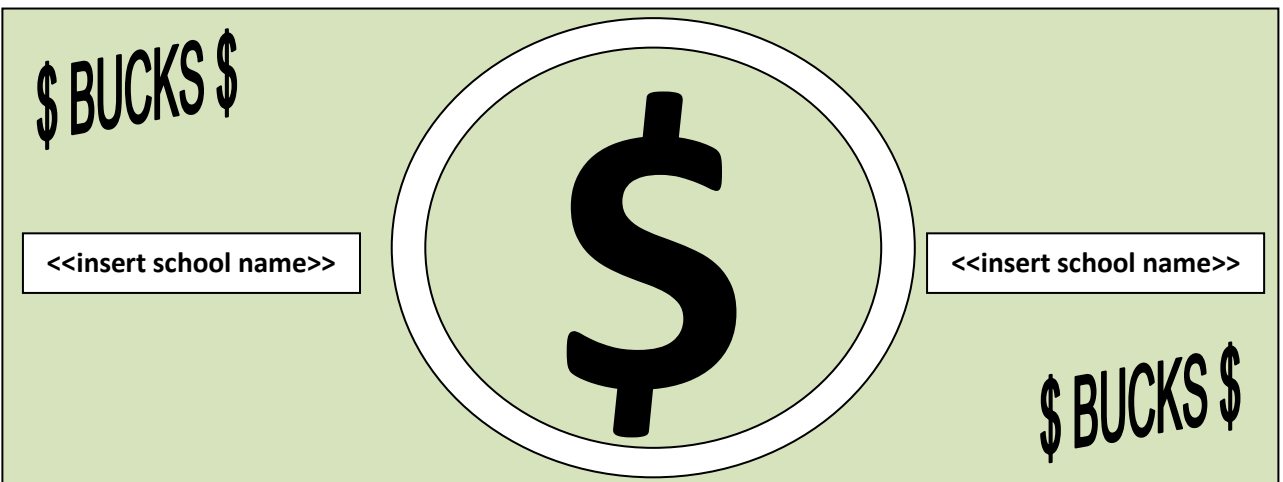
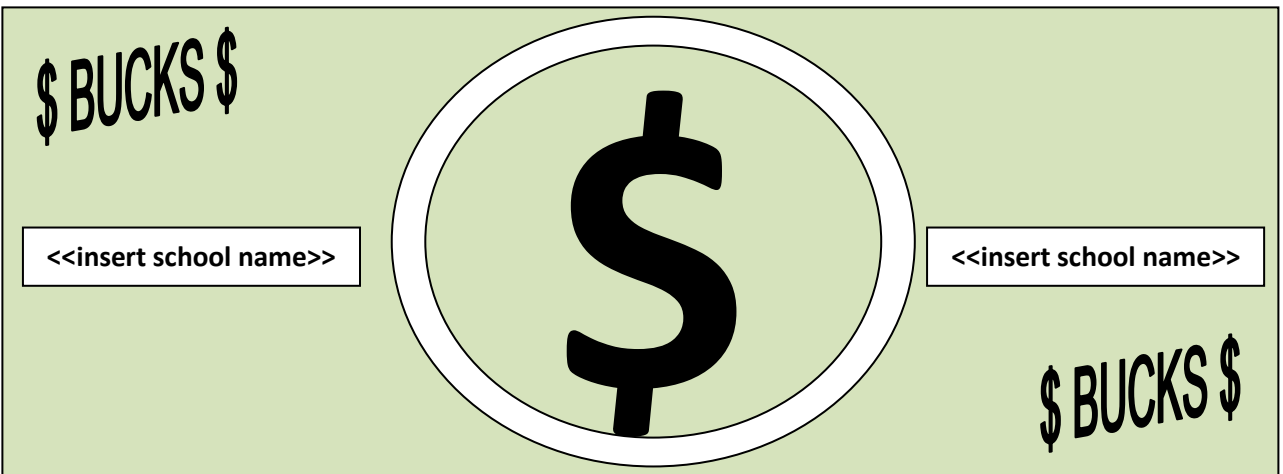
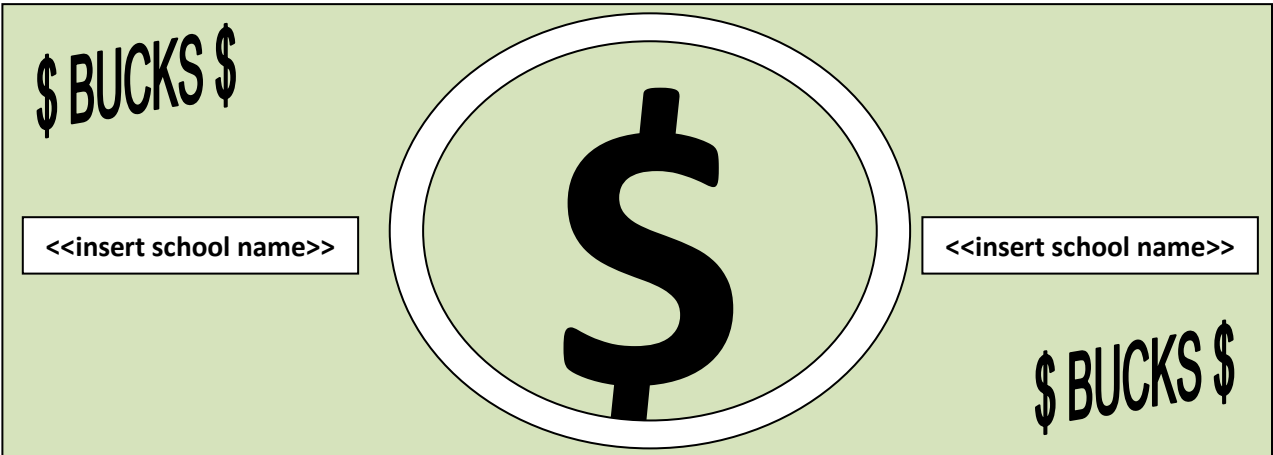
Students with perfect or improved attendance can be rewarded with student store bucks.

**FORMS NEEDED:**

Student store bucks

(See Attached Sample)

[Click here to be taken to this template.](#)





## Parent Recognition Certificate

[Click here to be taken to this template.](#)

<b>Certificate of Appreciation</b>		
This certificate is awarded to		
<i>Parent/ Guardian in Attendance to the 9th Grade Meeting</i>		
In recognition of outstanding attendance		
Eric Burns, Attendance and Improvement Counselor		Date
Jenny Liu, Diploma Project Counselor		Date

# Frequently Used Attendance Terms

**Average Daily Attendance:** The average daily attendance (ADA) is a statistic representing total number of days of attendance for all students divided by the total number of school days in a given period. ADA statistical reports are submitted to the state and are used to determine funding to the district for schools.

**ADA Revenue per Student:** The ADA Revenue per Student is a state-determined dollar amount allocated to public schools. The rate per pupil for ADA fluctuates each year.

**ADA Revenue Loss (MyData):** The ADA revenue loss is an estimation of the dollar amount lost due to student absenteeism. An estimated daily rate, which fluctuates annually based on the ADA rate set by the State of California, is derived by multiplying the estimated daily rate (\$31.33/day, for example) by all full day student absences as reflected in MiSiS. To view your school's estimated revenue loss and estimated daily ADA rate information [log in to MyData](#).

**Attendance and Dropout Prevention School Site:** The Attendance and Dropout Prevention (ADP) Plan is a written attendance plan devised by each school's designated Attendance and Dropout Prevention Team, for the purposes of communicating and meeting their school's student attendance goals and to meet the District mandates. This plan is derived from Chapter 5b of The Safe School Plan.

**Attendance and Dropout Prevention Planning Team:** The ADP Team is a team of designated school staff at each school that meets regularly to write the ADP Plan, and ensures that the plan, objectives and programs are being monitored and modified as needed, in order to meet the school/district's attendance goals. Persons that should be included on the team may include, but is not limited to, the following: *Principal/ Assistant Principal, Pupil Services and Attendance Counselor (PSA), Attendance Improvement Counselor (AIC), School Psychologist, Academic counselors, Dean, School Nurse, Diploma Project Counselors (DPC), Campus aides, Teachers, Attendance office/Records clerks, Parents/guardians, Students, Campus police and/or school safety personnel.*

**Attendance Improvement Program:** The Attendance Improvement Program (AIP) is a program that was launched during the 2011-12 school year, with a mission to improve attendance by providing focused support to students in Kindergarten and Grade 9 in schools with the lowest attendance in these grade levels. The AIP goal from one year to the next is to achieve a 5% increase in the

percentage of students attending at 96% or higher in the targeted grade level. For more information on the AIC job description [Click Here](#).

**Attendance Improvement Counselor:** The Attendance Improvement Counselor is a Pupil Services and Attendance (PSA) Counselor in a specialized program called the Attendance Improvement Program.

**Chronic Absence:** In the Los Angeles Unified School District, chronic absence is defined as an attendance rate of 91% or less. Chronic Absence is associated with the two lowest attendance performance levels: below basic attendance and far below basic attendance. Chronic absence is now part of LCAP. Through various research findings, chronic absence has been linked to lower levels of student achievement. For more information on these studies, [Click here](#).

**Cumulative Attendance rate:** The cumulative attendance rate is a statistic that reflects the year-to-date attendance rate, accounting for attendance from the beginning of a given school year. It is different from the monthly attendance rate in that it does not capture only an individual month's attendance rate, but rather all months' attendance rates together.

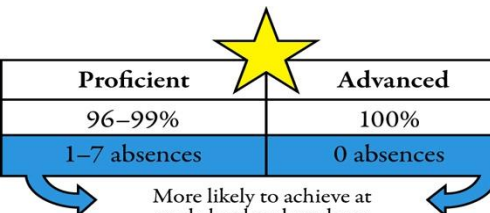
**Monthly Attendance rate:** The monthly attendance rate is a statistic that represents the attendance rate for the specific month. It is different from cumulative attendance rate in that it does not reflect the attendance rate from other months.

**Performance Meter:** The performance meter is a scorecard to measure and guide the performance of our district through indicators that center on the District's five goals: 100% Graduation, Proficiency for All, 100% Attendance, Parent and Community Engagement, and School Safety.

**Pupil Services and Attendance (PSA) Counselor:** [Click here](#) for job description.

**Student Attendance Performance Levels:** Five student attendance performance levels were created in order to establish a strategic method for tracking and reviewing attendance data throughout the school year. Absences shown are at year-end based on 180 enrolled days. See illustration below.

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences


  
 More likely to achieve at grade level and graduate

- **Advanced Attendance:** Students who achieve advanced attendance maintain an attendance rate of 100% cumulative from their first day of school, with zero absences and are meeting the superintendent’s district-wide goal.
- **Proficient Attendance:** Students with proficient attendance maintain an attendance rate of 96-99% cumulative from their first day of school and are meeting the superintendent’s district-wide goal.
- **Basic Attendance:** Students with basic attendance have an attendance rate of 92-95% cumulative from their first day of school.
- **Below Basic Attendance:** Students with below basic attendance have an attendance rate of 87-91% cumulative from their first day of school. (Also, see definition for Chronic Absence)
- **Far Below Basic Attendance:** Students with far below basic attendance have an attendance rate below 87% cumulative from their first day of school. (Also, see definition for Chronic Absence)