



Elementary School Student Attendance

Promoting Proficient Attendance and
Preventing Chronic Absence

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Chronic Absence: The Risks

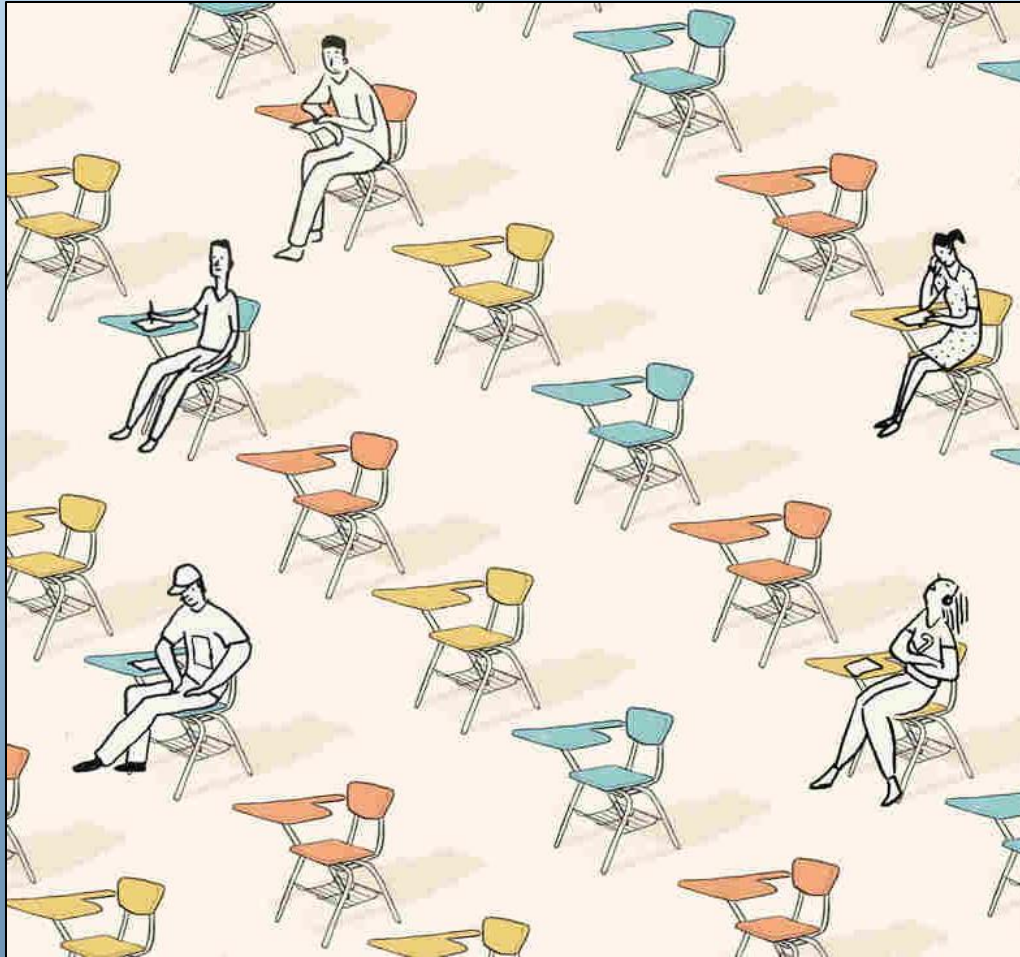
83% of students who are chronically absent in Kindergarten and 1st grade will not read proficiently in 3rd grade and will therefore be 4 times more likely to drop out of high school.

- *US Senator, Former Attorney General of California, Kamala Harris, 2015*

Chronic absence refers to students missing an extended period of school when **both excused and unexcused** absences are taken into account.

“If students miss 10% of the school year--**that’s just 2 days a month**--research shows they are way more likely to fall behind--even drop out.”

-National Public Radio, 2016



Objectives

- Be able to retrieve and interpret student attendance data
- Understand the importance of Attendance Submittal
- Understand how to support teachers and office staff in achieving 100% submittal
- Be able to develop a strong, three-tiered attendance plan to reduce Chronic Absence rate and support improved Attendance Proficiency
- Be able to supervise the efficient and accurate notification of parents for student truancy as required by CA state law
- Understand the role of truancy notification letters in addressing unexcused absences

Local Control and Accountability Plan (LCAP) Updated Attendance Goals

Schools with high rates of Chronic Absence may not be able to achieve 9% or less, but are still expected to show a 20% reduction in the number of students Chronically Absent.

LAUSD Updated Attendance Goals

100% ATTENDANCE	Actual	Annual Targets		
	2016-17	2017-18	2018-19	2019-20
Percentage of Students attending school 96% or more (172-180 school days)	68%*/62.5%	UPDATED	70%	64%
Percentage of Students with Chronic Absence (Missing 16 days (91% or lower)	15%*/11.1%	UPDATED	9%	10%
Percentage of All Staff attending 96% or Above	76%	78%	80%	82%

Attendance Data

SOURCES:

- MyData
- Focus
- MiSiS Attendance Summary Report
- MiSiS Uncleared Absence Report

Refer to Handout #1 (green)



The Importance of Monitoring Withdrawals and Transfers

- Focus defaults to **exclude** withdrawn students, and information reflects the prior school day
- MyData defaults to **include** withdrawn students, and information reflects the Friday prior to the date “refreshed”
- When students check out, but do not check in to another LAUSD K-12 school, the withdrawn students remain on the attendance bands of the last school of enrollment

What Can Data Tell You?



- Talk with your table partners:
 - What questions can you pose when reviewing attendance data?
 - Think about subgroups of students
 - Have you made any assumptions or hypotheses about the attendance trends at your school?
 - How can your data help to validate or invalidate these?
 - How can data analysis guide and inform your planning?

Attendance Submittal

- Ensures that attendance records and data are accurate
- Ensures accurate reporting of ADA, and compliance in case of an audit
- Ensures students can be accounted for in case of an emergency
- Ensures parents receive accurate information when they inquire about their child's attendance
- Ensures accuracy of notifications made via Blackboard-Connect, and truancy letters

Teacher responsibilities per UTLA Contract

Article IX- Hours, Duties and Work Year

f. 4.0 - Other Professional Duties

“Each employee is responsible not only for classroom duties...for which properly credentialed, but also for all related professional duties. Such professional duties include...communicating and conferring with pupils, parents, staff and administrators; **maintaining appropriate records...**”

Attendance Not Submitted: Best Practices

- About 25 minutes after the morning tardy bell rings, a designated staff member generates an Attendance Not Submitted (ANS) report in MiSiS.
 - Site administrator ensures that teachers identified on the report are reminded in whatever manner is deemed most appropriate to submit attendance promptly. ANS Report Teacher Memos may be helpful.
- About 25 minutes prior to the dismissal bell, a designated staff member generates an updated ANS report in MiSiS.
 - The site administrator reminds teachers again, perhaps by reading name(s) on the PA system if attendance still has not been submitted.
- Supervising administrator provides Assistance and Guidance to teachers when appropriate.

Refer to Handout #2 (pink)

Sample Teacher Memo for ANS



Los Angeles

_____ School

Attendance Not Submitted With Date Range

RE: Attendance

TO

FR **Mr./Ms. Teacher**

The system is showing that attendance records below are incomplete or have not been submitted on the specified date(s).

Please review your attendance records and update student(s) attendance in MISIS. If unable to update in MISIS, provide your paper attendance record indicating student(s) attendance status (absence reason codes, and time in/out as applicable), and return to sms by 8/3/2018 .

#	Date	Period	Crs-Sec	Course Title	# Of Students with ANS
1	1/18/2018	3	370129-18	US HIST 20TH A	7

Total periods with ANS: 1

Total # of Students with ANS: 7

I reviewed and submitted the corrected attendance record(s) noted above in MISIS.

Teacher Signature: _____ Date: _____

I am unable to submit the attendance corrections in MISIS, attached is my paper attendance record(s).

Explanation: _____

Teacher Signature: _____ Date: _____

Attendance Reminders

- All teachers are mandated by Education Code 44809, CA Commission on Teacher Credentialing, UTLA Contract, and District policy to take attendance daily.
- Submit and certify attendance in MISIS every day for every class period during the first 15 minutes of class.
- Record students as present, absent, tardy or left early including reason code and time in/out in MISIS as appropriate.
- Record attendance on a printed Class Roster Five Column report if unable to take attendance in MISIS on the same day of instruction, due to technical issues. Teachers are to add the names of any students not listed and cross out the names of any dropped students and sign and date the report.
- Schools shall not retroactively input attendance in MISIS without retaining the corresponding paper attendance records, as this may affect audits and misrepresent Average Daily Attendance (ADA) rates. The District can be fined and must repay falsely claimed ADA. Elementary and secondary students must be physically present in order to be marked present.
- Attendance not submitted results in lost revenue and fewer resources for all schools.

--Office Use Only--
Attendance Record Updated

Stated District Priority in 2018-19: Improve Student Attendance

#1 Improve rates of Proficient Attendance

Review: What is the LAUSD definition of Proficient Attendance?

&

#2 Reduce rates of Chronic Absence

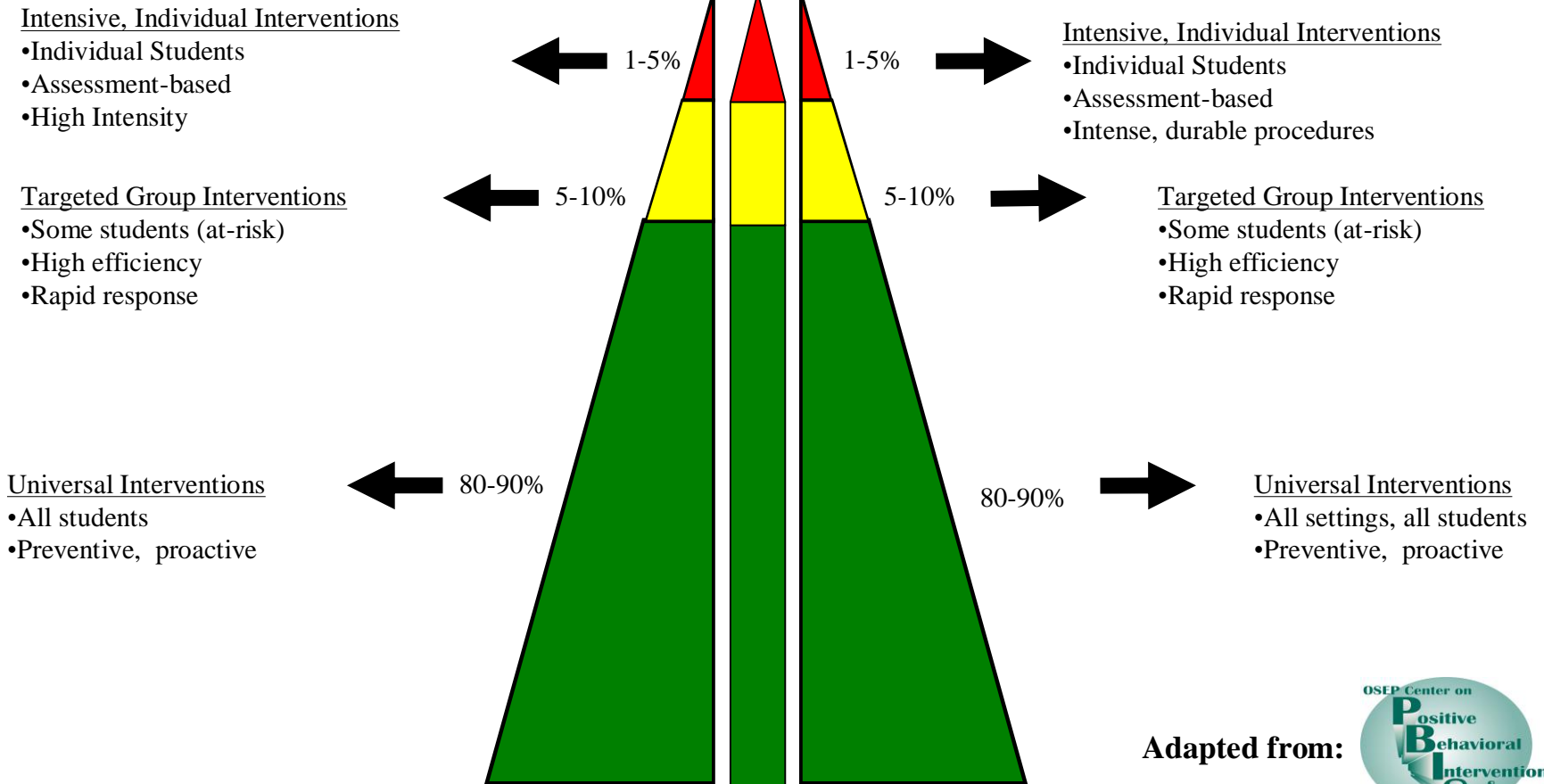
Review: What is the LAUSD definition of Chronic Absence?

Develop a strong, three-tiered attendance plan to reduce the Chronic Absence rate and support improved Attendance Proficiency. Attendance is the spine of the student success model shown:

Academic Systems

Attendance Systems

Behavioral Systems



Adapted from:



TIER 1, UNIVERSAL LEVEL: Establish a Strong Foundation

- Establish clear and consistent attendance **expectations**
 - **Teach** the importance of attendance to students and parents
 - **Develop and Publicize** a **school-wide Attendance Policy**

Refer to [Lavender](#) handout

- **Recognize** student attendance achievement and improvement
- Implement attendance **accountability** systems
- Establish and implement attendance **intervention** systems



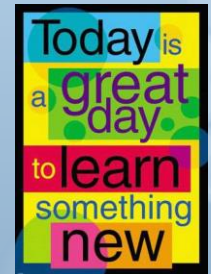
Communicate Clear Expectations

Teach attendance:

- Attendance Presentations for Advisory Committees such as English Learners (ELAC) and Compensatory Education (CEAC), School Site Council, Charter Governing Board
- Faculty Professional Development
- Classroom lessons plans for students
- Assemblies for students

Parent Outreach

- Send opening attendance letter which describes
 - school's attendance and tardy policy
 - incentive program information and criteria for certificates/awards
- Host parent workshops to discuss attendance expectations and goals



Highlight and Anticipate Significant Calendar Dates

- Before and after days-off
- Ending day(s) of each semester
- Culturally significant dates for subgroups of students

Recognition Programs

- 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)



Don't miss out on
your chance to
walk the Red
Carpet on
September 26,
2014
**MANY
SURPRISES!**

Show your
Mustang Pride!

WIN PRIZES!!

Come to school on
September 26, 2014 and
walk the red carpet. The
first 500 students will get a
raffle ticket to win prizes.



TIER 2, TARGETED LEVEL: Intervention for Selected Students

- Review data to identify groups of students at-risk of Chronic Absence
 - Grade level, specific classroom
 - Students below a certain attendance rate last year
 - Students with special needs, EL, newcomer
- Provide additional information and support to student/family
 - Attendance Improvement Meeting
 - Mentor program, buddy program, counseling group
 - Truancy Abatement Partnership program if available
 - Group-specific attendance incentive program or campaign
 - Phone and/or letter campaign to raise parents' awareness

Attendance Improvement Meeting

- **Identify the Target Population**
 - Consider LAUSD attendance goals
 - Consider the school community
- **Set Date, Time and Location**
 - Arrange for Translation Services
- **Send invitation letters at least two weeks in advance**
- **Parent/Guardian Sign-In**
- **Agenda**
 - Principal Greeting
 - Request presenter from the PSA Field Coordinator's office to provide Attendance Information for Parents presentation
 - Tell parents about any campus and community resources that may be helpful in overcoming attendance barriers, such as tutoring, counseling/mental health programs, etc.

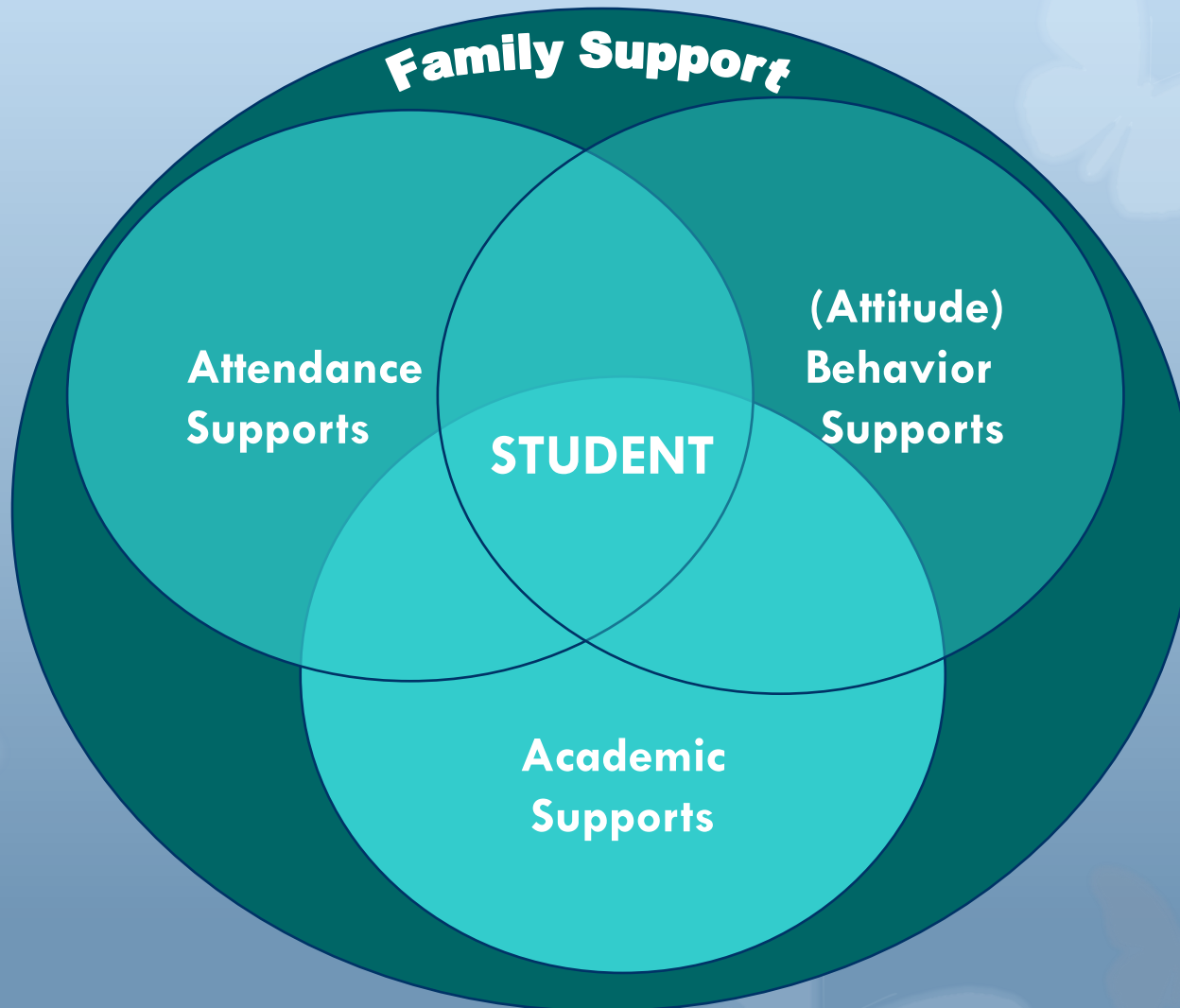
Examples of Information shared with parents during AIM:

- During the early elementary years, children are gaining basic social and academic skills critical to ongoing academic success.
- When students do not attain the essentials by 3rd grade, they will require extra help to catch up and are at grave risk for eventually dropping out of school.
- Children regardless of gender, socioeconomic status or ethnicity, lose out when they are chronically absent.

TIER 3, INTENSIVE LEVEL: Individual Intervention

- Student Support and Progress Team (SSPT)
- Parent Conferences
- Home Visits
- Referrals and linkages to community resources such as individual/family therapy, parenting classes, clothing, food banks, housing assistance
- Possible truancy intervention

Considering the Whole Child



Intervention Examples

- Truancy notification letters
- Parent conferences
- Targeted group meetings for students
- Targeted group meetings for parents
- School site multidisciplinary teams



Truancy Intervention

- *Attendance is Required by CA Education Code:*

EC 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.

- *Truancy is Defined by CA Education Code:*

EC 48260: A student is truant if absent from school or tardy to school in excess of thirty minutes, without a valid excuse, on three occasions in one school year or any combination thereof

Excused Absences per Ed Code

- Illness or injury
 - Medical appointment
 - Dental appointment
 - Quarantine
- Exclusion by nurse
 - Immunizations
 - excused up to five days per incident
 - Lice
 - should only take one day to clean
 - Funeral of immediate family member
 - 1 day in state
 - 3 days out of state



Other Excusable Absences

- Court appearance for student
- Religious observance, retreat or ceremony**
- Active Military Duty**
- Take Your Child to Work Day**

****Administrator Approval is Required**

Absence Verification

- Verification for a student's absence should occur in the form of:
 - Parent/legal guardian note
 - Doctor's note
 - School nurse
 - Authorized school personnel designated by the principal
 - Court paperwork

*Siblings, grandparents, cousins, other students cannot provide absence verification.

Unexcused Absences

- Unverified illness (no note was provided)
- Vacations/Trips
- Babysitting
- Care of Parent
- Running errands for family
- Runaway
- Family Emergency
- Inclement Weather
- Missed bus
- Birth of new baby in the family



Truancy Notification Letters

- Initial Notification is issued by Central Office
 - Data is captured from MiSiS throughout the school year
 - 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
 - Second and Third Notifications must be generated and mailed by the school site.
 - Designate a staff member to monitor attendance after letter #1 and follow-up accordingly
- Refer to the **Gold** handout

Reference Guide 5464.7

INITIAL NOTIFICATION OF TRUANCY PROCESS TIMELINE

Dates Evaluated for Truancy	Reason Codes Updated By:	Central Office Generates Final List of Students Eligible	Central Office Mails Initial Truancy Letter	2 nd NOT Mailed (after 10 days for parent/guardian to receive and respond)
2018 - 2019				
7/01/18 – 8/31/18	9/18/18	9/19/18	10/3/18	10/17/18
7/01/18 – 9/30/18	10/12/18	10/15/18	10/29/18	11/13/18
7/01/18 – 10/31/18	11/15/18	11/16/18	12/07/18	1/11/19
7/01/18 – 11/30/18	12/14/18	12/17/18	1/14/19	1/29/19
7/01/18 – 12/31/18	1/22/19	1/23/19	2/06/19	2/21/19
7/01/18 – 1/31/19	2/14/19	2/15/19	3/4/19	3/18/19
7/01/18 – 2/28/19	3/14/19	3/15/19	3/29/19	4/22/19
7/01/18 – 3/31/19	4/22/19	4/23/19	5/07/19	5/21/19
7/01/18 – 4/30/19	5/14/19	5/15/19	5/30/19	
7/01/18 – 5/31/19	6/14/19	6/17/19	7/01/19	
7/01/18 – 6/30/19	6/28/19	7/1/19	7/16/19	

SCHOOL SITE PROCEDURES FOR INITIAL NOTIFICATION OF TRUANCY

1. The Initial Notification of Truancy (NOT) letter is generated centrally on the dates indicated above.
2. Before the Central Office generates the final list of students eligible for the Initial NOT letter, designated school-site staff must update reason codes for which the school has received and accepted a valid excuse.
3. It is recommended that designated staff clear absences on a daily/weekly basis each month throughout the school year to ensure only students who qualify receive a NOT letter.
4. Note that only "UC" absences more than 10 days old at the time to report is generated will be counted toward truancy identification.

Additional Interventions for Excessive Absences/Truancy

- If a child has excessive absences that are being excused by the parent, consider revoking the parent's privilege to excuse illness absences.
- If the student continues to be absent without additional verification, the absences will be coded as unexcused and the school can begin sending truancy letters and implementing other interventions.
- After sending Truancy Letter #2, the school administrator or qualified designee must offer a parent conference to identify reasons for truancy and attempt to find solutions.
- Convene a School Attendance Review Team (SART) meeting.
- Seek support from the LD Northeast PSA Resource Panel

Documentation

- 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 of contact and detailed information.

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

Thank you!

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