

Attendance System Planning Worksheet

School Name:

1. What do you know about the level of chronic absence for your school?	
<i>Overall, is it getting worse or better over time? Are some grades or groups more affected than others?</i>	<i>Do you need to collect more information? List those needs here.</i>
2. What do you know about the characteristics of the students with problematic attendance?	
<i>Think about patterns regarding gender, grade, neighborhood, family structures, etc.</i>	<i>Do you need to collect more information on students' characteristics? If so, what exactly?</i>
3. What do you think are likely factors contributing to chronic absence in your school?	
<i>Which factors affect most students? What are some special circumstances of which you are aware?</i>	<i>If you need more information to better understand the contributing factors, list what you would want to collect.</i>

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4. What are the main activities already being used to address chronic absence in your school?	
<i>Indicate how universal or targeted the activities are.</i>	<i>What lessons have you learned about what's worked and what's not?</i>
5. What are the most important steps you could take at this time to improve student attendance and reduce chronic absence in your school?	
<i>In particular, think about how to partner with community resources.</i>	<i>An Attendance Team is critically important. Who would need to be involved?</i>
6. What are the biggest barriers or challenges to addressing chronic absence at your school to advance this agenda?	
<i>Include how the challenges might be overcome.</i>	<i>What support or technical assistance would you need?</i>