



Attendance Self-Assessment

Does Attendance Count in My School and District?

Element	In Place	Getting There	Not in Place	Comment
1. Attendance and absences for each student are accurately recorded and entered in an electronic database on a daily basis by trained staff, and parents are alerted when children miss school.				
2. Students with excessive excused absences are required to provide a doctor's note or other verification.				
3. Attendance data is used, as part of an early warning system, to identify high risk students and families in need of outreach, support and intervention.				
4. Attendance patterns of individual students, grade levels, sub-groups (ELLs, race/ethnicity, etc.) and entire schools are calculated on a regular basis.				
5. Attendance data (including truancy rates & ADA) are publicly reported and regularly shared electronically via school report cards, data dashboards, etc.				
6. Attendance data are used to target and allocate district or community resources with potential to reduce barriers to attendance.				
7. Schools are required to address attendance in school improvement plans through positive universal strategies as well as targeted interventions.				
8. Staff receives professional development that familiarizes them with early warning signs of student disengagement (including poor attendance) and how to address them.				
9. All schools are required to establish attendance teams to review data, set attendance targets and take action.				
10. The District, through policy and resource allocation, makes improving attendance a priority for schools and administrators.				

Adapted from Hedy Chang

