District Examples of Attendance Supports
Putnam County
**Parent Brochure**

**Things Parents Can Do to Track Attendance**
- Check your child’s attendance on the Skyward Parent Portal. (If you need access to the portal, please reach out to your child’s school.)
- Post a monthly calendar on the refrigerator and mark attendance daily.
- If your child is absent, work with the teacher to make sure they have an opportunity to learn and make up for the academics missed.
- Talk to your child about why going to school every day is critical and important unless they are sick. If your child needs to stay home, talk to the teacher, administrator, or after-school provider to get them excited about going to school.
- Establish and stick to basic routines (getting up early, waking up on time, etc.) that will help your child develop the habit of on-time attendance.
- Come up with backup plans for who to contact in case you need to call (another family member, a neighbor or fellow parent) to help you get your child to school if something comes up (e.g., another child gets sick, your car breaks down, etc.).
- Reach out for help if you are experiencing tough times (e.g., transportation, unstable housing, loss of a job, health problems) that make it difficult for your child to go to school. Other parents, your child’s teacher, principal, social worker, school nurse, after-school providers, or community agencies can help you problem solve or connect you to a needed resource.

**Help Your Child Stay Engaged**
- Find out if your child feels engaged by his/her classes and feels safe from bullies and other threats.
- Make sure he/she is not missing class because of behavioral issues and school discipline policies.
- Stay on top of academic progress and seek help from teachers if necessary.
- Encourage meaningful participation in after-school activities, including sports and clubs.

**Putnam County School District**
200 Reid Street
Palatka, FL 32177

**Dr. Rick Surrency**
Superintendent

**What Is Chronic Absenteeism?**
Chronic absenteeism is a measure of how much school a student misses regardless of being excused, unexcused, or suspended.

**How Is Chronic Absenteeism Determined?**
Chronic absenteeism is determined by a student missing 10% or more of the school year. A student missing 2 days per month is considered to be chronically absent.

**When Do Absences Become a Problem?**

<table>
<thead>
<tr>
<th>CHRONIC ABSENCE</th>
<th>19 or more days absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAUTION, AT-RISK</td>
<td>9 - 18 days absent</td>
</tr>
<tr>
<td>GOOD ATTENDANCE</td>
<td>0 - 8 days absent</td>
</tr>
</tbody>
</table>

**Does Kindergarten Really Count?**
Students who have chronic absences in kindergarten have:
1. Lower academic performance in 1st grade.
2. Lower reading and math proficiency in 3rd grade.
3. Weaker social and academic skills needed for success in school.

**Interventions that Start in Elementary School Are More Effective in Increasing Attendance Than Those Starting in Middle or High School.**

**What You Can Do**
- Know the school’s attendance procedures, incentives, and penalties.
- Check on your child’s attendance to be sure absences aren’t piling up.
- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework and getting a good night’s sleep.
- Try not to schedule dental or medical appointments during the school day.
- Don’t let your child stay home unless he/she is truly sick.
PUTNAM COUNTY SCHOOL DISTRICT

I'M SHOWING UP!
#AttendandAchieve

PUTNAM COUNTY SCHOOL DISTRICT

I'M SHOWING UP!
#AttendandAchieve
Attendance Reports for Parents

Yesterday's Attendance

Absent: 14
Tardy: 16
Early Check out: 2
% of students not meeting goal: 25.7

School Starts at 7:50
Schools ends at 2:35

I’m Showing up

Attendance matters at Kelley Smith!
If you’re missing school, you are missing out!
#attendandachieve

Target Zone
8 Absences or less for the year

Cause for Concern
9 - 17 Absences for the year

Negative Effect on Achievement
18 or more absences for the year

Good Attendance at Kelley Smith
Elementary means being at school from bell to bell
96% of the time!

School Starts at 7:50
Ends at 2:35
Tardy 0
Absent 0
/in/. 9 Weeks.
School Messaging and Goals

- Positive Learning Makes Happy Owls!
- AIM HIGH FOR ATTENDANCE
- GO OWLS!!!

- Chart showing daily attendance percentages:
  - 100%, 95%, 90%, 85%, 80%, 75%, 70%, 65%, 60%
  - Perfect Attendance

- Calendar for November 13th to 17th:
  - Absent: 30
  - Tardy: 48
  - Early Pick Up
7:50 - 2:35

Attendance Matters!

All absences affect our school.
Even excused absences affect student learning.

3 tardies = 1 absence
Early check outs are absences too.

Please help the school and your child get a good report card!

* Schedule doctor and dentist appointments for after school.
* Have your child here on time everyday.
* Do not check your child out early unless it is absolutely necessary.

Perfect Attendance

Excellent Attendance

KNIGHT LIFE

OES
I'M SHOWING UP!

#attendandachieve

TARGET ZONE EXCELLENT
0 or Fewer Absences

CAUSE FOR CONCERN
10-17 Absences

NEGATIVE EFFECT ON ACHIEVEMENT
18 or More Absences

Good attendance at Ochwillia Elementary School means showing up 96% of the time.

School Goal: 90% of Ochwillia Students will have less than 18 absences this year.
Pasco County
Example of Recognition

Trending Up with
ATTENDANCE

IN RECOGNITION OF
THOMAS E. WEIGHTMAN MIDDLE SCHOOLS
HIGHEST PERCENTAGE OF ON-TRACK STUDENTS FOR
ATTENDANCE – QUARTER TWO

DATE

Superintendent
KURT BROWNING
Health Outreach Services
Monroe County
Attendance Team Members and Agenda

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**Truancy Intervention**

**Attendance Team Meeting Agenda**

Friday, November 17, 2017 8:30-10:30am

**Team Members:**

<table>
<thead>
<tr>
<th>Team Members</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tara Whitehead</td>
<td>Mike Henriquez</td>
<td>Tiffany Louchez</td>
</tr>
<tr>
<td>Guidance</td>
<td>Tracy Mowood DJJ</td>
<td>Debbie Morales</td>
</tr>
<tr>
<td>Madison Denny-CINS/FINS</td>
<td>Geoff Peattie</td>
<td>Officer Del-Cid</td>
</tr>
<tr>
<td>Jessica Gomez-Career Source</td>
<td>Heidi Golightly-KTBTC</td>
<td>Marc Henry Pierre</td>
</tr>
<tr>
<td>Ericka MacWilliams</td>
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</tr>
</tbody>
</table>

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**Agenda Item**

<table>
<thead>
<tr>
<th>I. Welcome and Introductions</th>
<th>Discussion</th>
</tr>
</thead>
</table>

**II. Scheduled Meetings**

<table>
<thead>
<tr>
<th>New Students — Mismatch Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Conference Letter Sent</td>
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<tr>
<td>Parent Conference Letter Sent</td>
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<tr>
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</tr>
</tbody>
</table>
Attendance and Social Media
School Banners- Key West High School
School Banners - Horace O’Bryant & Plantation Key High School
Attendance Celebration Ice Cream Party
Pinellas County
Plan de Éxito de Asistencia de Mi Hijo/a

POSIBLES ESTRATEGIAS PARA ALCANZAR LAS METAS DE ASISTENCIA DE MI HIJO/A Y AYUDAR A MI HIJO/A A OBTENER LAS HABILIDADES PARA HACER BIEN EN LA ESCUELA Y PARA LEER PARA EL 3ER GRADO.

1. Mantenga una tabla de asistencia en casa. Al final de la semana, llame a mi hijo/a para que asista al preescolar todos los días con:
   - (ejemplo, una visita al parque, un libro nuevo, un regalo especial o un almuerzo)
   - Asegúrese de que mi hijo esté en la cama por las _______ y que el despertador esté ajustado para las _______
   - Encuentre a un familiar, amigo o vecino que pueda llevar y recoger a mi hijo/a para preescolar si yo no lo puedo hacer.
   - Programa citas médicas y dentales para los días laborables o después del preescolar.
   - Use buen juicio acerca de las quejas de los médicos:
     - Si mi hijo/a se queja de un dolor de estómago o dolor de cabeza, y se han descartado problemas médicos, llave al preescolar y le pida al programa que exime a mi hijo/a durante el día.
     - Si mi hijo tiene un resfriado, pero no tiene fiebre (menos de 100 grados), llave al preescolar. Si no tiene un termómetro, le dé a alguien que necesite ayuda para conseguir uno.

Para mejorar ____________________’s asistencia, yo me comprometo a lo siguiente:

1. ____________________
2. ____________________

Para mejorar ____________________’s asistencia, el programa se compromete a lo siguiente:

1. ____________________
2. ____________________

Nombre: ____________________ Firma: ____________________
Fecha: ____________________

Banco de Ayuda de Mi Familia

MI FAMILIA

AYUDANTES DIARIOS

AYUDANTES OCASIONALES

AYUDANTES POTENCIALES

1. MI FAMILIA:
   - ____________________
   - ____________________

2. Ayudantes: Diarios:
   - ____________________
   - ____________________

3. Ayudantes: Ocasionales:
   - ____________________
   - ____________________

4. Ayudantes: Potenciales:
   - ____________________
   - ____________________

Si necesita ayuda para recoger o llevar a mi niño/a a la escuela, les pide a las siguientes personas que me responsabilicen:

Nombre: ____________________ Mejor número de contacto: ____________________
Fecha: ____________________

Nombre: ____________________ Mejor número de contacto: ____________________
Fecha: ____________________

Nombre: ____________________ Mejor número de contacto: ____________________
Fecha: ____________________

Nombre: ____________________ Mejor número de contacto: ____________________
Fecha: ____________________

Para saber más, visite www.attendanceworks.org

Adaptado de materiales creados por Attendance Works en la primaria en Portland, Oregon. www.attendanceworks.org
# Attendance Codes

## Excused Absence Categories

**ACE** Activity (non-instructional) recognized by state or school (Excused)
The student is out of school and involved in a non-instructional activity recognized by the school or state. Examples include such civic activities as involvement with the National Guard, service as a legislative page, jury duty, or participation on an election board. Note that “recognized activities” are not necessarily considered “excused” absences.

**EME** Emergency in family, or bereavement (Excused)
The student is out of school for unexpected family reasons. Examples include lack of child care for a parenting student, care for a sick relative, and bereavement for a family member.

**LEG** Legal or judicial requirement (Excused)
The student is out of school due to a legal obligation to attend judicial proceedings, required appointments, or trial or hearing dates. Or, the student is serving time in jail or is in the custody of the court and is not receiving instruction.

**REL** Religious observation (Excused)
The student is out of school observing a religious holiday or participating in religious instruction.

**MDE** Medical illness, injury, health treatment, or examination (Excused)
The student is out of school because of personal physical or mental illness or injury, including health-related appointments.

## Unexcused Absence Categories

**DIS** Disciplinary action, not receiving instruction (Unexcused)
The student has been removed from his or her regular instructional setting for disciplinary reasons and is not receiving instruction. This may include either in-school or out-of-school suspension if instructional services are not provided. It does not include expulsion since expelled students are not enrolled in school.

**EMP** Employment (Unexcused)
The student is out of school for employment purposes. This does not include work-study or school-related employment.

**FAM** Family activity (Unexcused)

---

The student is out of school because of a family vacation or other activity. This also includes family time related to a parent being deployed to, or returning from, military duty.

**SKP** Student is skipping school (Unexcused)
The student is willfully not attending school without parent or school approval.

**TRA** Transportation issue (Unexcused)
The student is not in school because transportation is not available. For example, roads have been closed due to flooding.

**MDU** Medical illness, injury, health treatment, or examination (Unexcused)
The student is not present for medical reasons not excused, for absence due to head lice greater than 5 days, or for non-compliance with immunization requirements.

**PND** Situation pending (Unexcused)
The student is not present and the reason for the absence is not known. This code should be used only temporarily until the absence is assigned to another code.
March 3, 2017

Re: ABSENCES MATTER AND YOU CAN HELP

To The Parent(s) Or Guardian(s) Of:

Students fall behind when they miss school — whether students are absent for excused or unexcused reasons.

- has missed more school than his/her classmates
- was absent 1 days so far this school year.

You can have a big effect on absences going forward — and we appreciate your help.

Sincerely,

Principal
Pinellas County Schools

---

Student: Absences vs School's Average Absences

![Bar Chart]

The School Board of Pinellas County, Florida prohibits any and all forms of discrimination and harassment based on race, color, sex, national origin, age, religion, marital status, handicap, sexual orientation or gender identity in any of its programs, services or activities.
MY CHILD'S ATTENDANCE SUCCESS PLAN

POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS

• I will talk to my child about how going to school every day will help them do well in school and achieve their hopes and dreams.
• I will keep an attendance chart at home. At the end of the week, I will recognize my child for attending school every day with ____________________________
  (i.e. a visit to the park, a new book, a break from doing chores, a special treat)
• I will make sure my child is in bed by ___ p.m. and the alarm clock is set for ___ a.m.
• If my child complains of a stomachache or headache, and medical concerns have been ruled out, I will send him/her to school anyway and call ____________________________
  so that he/she can check in with my child during the day.
• If my child has a cold but no fever (less than 100 degrees), I will send him/her to school anyway. If I don't have a thermometer, I will purchase or borrow one.
• I will find a relative, friend or neighbor who can take my child to school if I can't make it.
• If my child is absent, I will contact his/her teacher to find out what he/she missed.
• I will set up medical and dental appointments for weekdays after school.

To improve my child’s attendance, I commit to the following:
1. ____________________________
2. ____________________________
3. ____________________________

We will review progress to meet this goal in two months.

Family Signature: ____________________________ Date: ______________

Teacher Signature: ____________________________ Date: ______________

To learn more, please visit www.attendanceworks.org

Adapted from materials created by Ready Works at Earl Boyles Elementary School in Portland, Oregon (http://www.childwont.org/our-initiatives/ready-works)
Sarasota County
Attendance Poster Contest & Celebration
Perfect Attendance Quarterly Awards

First Quarter- Ice Cream Party  (October 27th 2:00 stage)

Second Quarter- Snow Cones  (January 12th 2:00 stage)

Third Quarter- Ice Cream Party  (March 22nd 2:00 stage)

Fourth Quarter- Popcorn Party  (May 10th 2:00 stage) March 14th May 4th
The Suncoast Campaign for Grade-Level Reading
Attendance Awareness Poster Contest
Open to all Public School Students in Manatee County and Sarasota County

- Templates provided to each school
- Easy to follow instructions were provided to be played on the School News programs.

- Each school selects one winner per grade level
- Suncoast Campaign for Grade-Level Reading provides prizes for each school-level winning student
- Suncoast Campaign for Grade-Level Reading provides an iPad for the regional winners in every grade level.
Participation

Number of schools participating:
Year One 2015-16: 83 schools K-12
Year Two 2016-17: 94 schools K-12
Year Three 2017-18: 65 schools K-5

Number of students participating:
Year One 2015-16: 38,000
Year Two 2016-17: 44,000
Year Three 2017-18: 38,000
Connect With Us

Website: GradeLevelReadingSuncoast.net

Facebook.com/SuncoastCampaignforGradeLevelReading
Facebook.com/Leerpara3ro.Suncoast

@SuncoastCGLR
@Leer para 3ro
@ReadingBy3rd
#GLReading

Beth Duda: bduda@thepattersonfoundation.org