



The School District of Volusia County
 School Social Services
 Attendance Planning Guide for Schools



Date: _____ School: _____ Principal: _____

Participants

Name/Title	Name/Title

This guide is intended to assist schools in planning for the implementation of the attendance procedures. These questions follow Florida State Statute 1003.26 requirements and district procedure. Assigning staff to these duties will ensure that early interventions are initiated, the necessary documentation is completed, and built-in responsibilities for monitoring student attendance are in place.

Habitual Truancy Rate last year: _____% **Chronic Absenteeism Rate last year: _____%**

Attendance Rate last year: _____%

The goal is to reduce the Chronic Absenteeism rate by 10% which would equal to _____%.

PST Attendance Committee Members (Name/Title)	IEP Attendance Committee Members (Name/Title)

1. Superintendent’s Attendance Initiative:

How is your school supporting the chronic absenteeism initiative? What multi-tiered strategies will you be using to decrease your chronic absenteeism rate? How will you be monitoring chronic absenteeism all year?

2. If any, what were the barriers to implementing the attendance procedures?

3. Who is the school designee responsible for minimizing the DNE (Did Not Enter) list?

4. How are parents notified of their child(ren)’s daily unexcused absences?

5. Who is the designee responsible for running the Attendance Reports on a daily basis (5 unexcused absences within 30 days, 10 unexcused absences within 90 days, and 15 cumulative excused and/or unexcused absences)?

- 6. Who is the designee responsible for sending out the Compulsory School Attendance letters based on these Attendance Reports (5 unexcused absences within 30 days, 10 unexcused absences within 90 days, and 15 cumulative excused and/or unexcused absences)?**
- 7. Where are copies of the Attendance Letters stored?**
- 8. How will the designee provide the Attendance Reports to the PST Chair or DPS/IEP Facilitator?**
- 9. Who is the designee responsible for using the appropriate attendance codes after the student has hit the 15 day absence mark?**
- 10. Who is the designated contact person(s) for teachers with regard to attendance issues and procedures (ESE and general education students)?**
- 11. Who is the designee(s) responsible for completing PST 5 “Request for Problem Solving Team Assistance” (for general education students) or “ESE Request for Assistance/Attendance” forms?**
- 12. Who is the designee(s) responsible for generating and sending out the “Parent Invitation Letters” for an Attendance Meeting, including ESE and general education students)?**
- 13. Who is the school designee responsible for monitoring interventions and ensuring that a review is conducted by the PST or IEP Committee if unexcused absences continue after 10 unexcused days?**
- 14. Who is the designee responsible for completing the Attendance Referral form?**
- 15. Who is the designee responsible for reviewing the DHSMV reports on a daily basis in order to inform the clerk to input particular codes into CrossPointe to transmit the student(s) name to DHSMV?**
- 16. Who is the designated person(s) responsible for completing the Exit Interview/Drop-out Survey for 16 to 17 year old students wishing to terminate school enrollment?**

Needs for this school year: