To start, identify one person who can assume responsibility for facilitating this assessment to improve student attendance at your school/center.

Bring together a team of key stakeholders in your school/center to complete this self-assessment. Include the principal, parents, attendance personnel, classroom teachers, and community partners—anyone who could offer valuable insights and divergent perspectives on strengthening an attendance culture at your school/center.

Ask everyone to complete the assessment. Let them know it takes about 10 minutes.

Add up everyone’s responses for each key element of an attendance school culture. As completed copies of the assessment are collected, quickly tabulate scores to get an aggregate score for each key element.

Share and discuss the results with the entire group. Explore differences in opinions and perspectives. Keep in mind the goal is to deepen a collective understanding of why these differences might exist rather than to get everyone to agree on any one rating.

Identify top priorities for improving student attendance. Once identified, determine:

- Immediate next steps?
- Who needs to be involved? Who can take the lead?
- What is the best way to stay apprised of each other’s progress?
- Should a follow-up meeting be set?

Adapted from materials provided by Attendance Works.

*School Self-Assessment can also be found in the Educator Packet Appendix of this toolkit.*
## Building an Attendance Culture

### School/Center Self-Assessment

<table>
<thead>
<tr>
<th>Key Element</th>
<th>Strong Evidence</th>
<th>Requires Improvement</th>
<th>Does Not Exist</th>
<th>How Do You Know?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Attendance is accurately taken and entered in database daily if applicable.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>2   Our school/center has a clear understanding of the attendance policy.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>3   A team reviews attendance data on a regular basis to identify students achieving 95%+ attendance and students who are making progress toward the goal.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>4   Our school/center intentionally welcomes and honors all students and families in ways that are culturally sensitive.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>5   Our school/center recognizes students who attend 95%+, for example, through monthly, quarterly and annual incentive programs.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>6   Our school/center recognizes students who improve moving from 85% to 90%-95%+, for example through incentive programs.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>7   Our school/center reached out to parents with positive messaging when students are achieving attendance goal 95%+ or are moving in the right direction.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>8   Our school/center partners with community agencies that offer resources, such as volunteer mentors and in-kind donations that can help students and their families remove barriers to getting to school.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>9   Our school/center informs parents in non-policy language about the importance of attendance and encourages parents to help each other get their children to school.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>10  Any additional feedback or suggestions you would like to provide:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adapted from materials provided by Attendance Works. For more, visit attendanceworks.org/resources/self-assessment

School/Center: ___________________________  Date: ___________________________
### Daily Attendance

**Goal:** 100%

<table>
<thead>
<tr>
<th>Students Present</th>
<th>Students On Time</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>25%</td>
<td>50%</td>
</tr>
<tr>
<td>75%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Every Day Counts**

**Start To Finish**
SEPTEMBER
DAYS OF SCHOOL

JUMPSTART

EVERY DAY COUNTS
START TO FINISH

THE SCHOOL DISTRICT OF
PHILADELPHIA
READ BY 4TH
OCTOBER
DAYS OF SCHOOL

EVERY DAY COUNTS
START TO FINISH

TREAT YOURSELF
NOVEMBER
DAYS OF SCHOOL

EVERY DAY COUNTS
START TO FINISH

THANKFULLY
DECEMBER
DAYS OF SCHOOL

CHEER FOR

EVERY DAY COUNTS START TO FINISH

THE SCHOOL DISTRICT OF PHILADELPHIA

READ BY 4TH
JANUARY DAYS OF SCHOOL

EVERY DAY COUNTS START TO FINISH

RESOLVE
FEBRUARY
DAYS OF SCHOOL

LOVIN’

EVERY DAY COUNTS
START TO FINISH
MARCH DAYS OF SCHOOL

SPRING FORWARD

EVERY DAY COUNTS START TO FINISH
APRIL
DAYS OF SCHOOL
NO FOOlin’
EVERY DAY COUNTS START TO FINISH
MAY
Days of School

Shine On

Every Day Counts
Start to Finish

The School District of Philadelphia
Read by 4th
JUNE
DAYS OF SCHOOL

FINISH STRONG

EVERY DAY COUNTS START TO FINISH
Attendance Hero Certificate

This certificate is awarded to

for their super-powered job at striving to get to school on time every day.

2019-2020

EVERY DAY COUNTS START TO FINISH
Certificate of Good Attendance

This certificate is awarded to [student] for their super-powered job at striving to get to school on time every day.

2019-2020

EVERY DAY COUNTS START TO FINISH

School/Center: [ ]
Signature: [ ]
Date: [ ]
<table>
<thead>
<tr>
<th></th>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Incentive Program Name:</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>School/Center:</strong></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Attendance Goal:</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Program Description:</strong> What’s the incentive/reward? Who’s eligible to get it? How do you get one? Can you get more than one in a year?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Program Implementation Steps:</strong> How does it work? Use clear action steps. How will you keep track of who has earned an incentive? Do you foresee any issues? If so, what are your plans to address it.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Personnel:</strong> Who do you need on the project? What would be their role/responsibilities? Is this project manageable given school-day expectations and schedules?</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Supplies/Materials and Other Requirements:</strong> In addition to the incentive, what else is needed? Do you need anyone’s approval? Forms? Anything else?</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Estimated Cost:</strong> How much do you think this will cost?</td>
<td></td>
</tr>
</tbody>
</table>
WE MISSED YOU!
Our class is just not the same without you. We can help you catch up!

HERE'S WHAT YOU MISSED

PARENTS: We know it takes a lot to get children to school on time, every day. Thank you for doing what you do to make daily on-time attendance a family goal so your child can succeed in school.

Don’t forget: you have three days from your child's absence to submit an excuse note. Write your own or ask your teacher or the principal’s office for an excuse note form.

If you have any questions, please contact:

NAME ______________________ EMAIL/PHONE ______________________

THE SCHOOL DISTRICT OF PHILADELPHIA
Office of Early Childhood Education

READ BY 4TH
Dear Caregivers,
Thank you for bringing your child to school on time, each and everyday. We appreciate your partnership.

– Center Director Michelle Smith

Editable flyer available for download