EDUCATOR PACKET
Ready-To-Use Materials
To start, identify one person who can assume responsibility for facilitating this assessment to improve student attendance at your school.

Bring together a team of key stakeholders in your school 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.

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 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>Attendance is accurately taken and entered daily into the District data system-SIS in all classrooms/periods.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Our school has a clear understanding of the District's attendance policy.</td>
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</tr>
<tr>
<td>A multidisciplinary team including the Principal or Assistant Principal, attendance designee, guidance counselor, school nurse, or other school staff reviews attendance data on a regular basis to identify students at different attendance tiers, such as 95%+, 90-95%, 85-90%, and below. Patterns are monitored by grade levels and other factors, including identified barriers.</td>
<td>☐</td>
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<tr>
<td>Our school reaches out to chronically absent students and their families to identify barriers to attendance.</td>
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<tr>
<td>Our school has a welcoming and engaging climate that promotes safety and positive interpersonal relationships among students, staff, and families.</td>
<td>☐</td>
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<tr>
<td>Our school recognizes students who attend 95%+, for example, through monthly, quarterly &amp; annual incentive programs.</td>
<td>☐</td>
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</tr>
<tr>
<td>Our school recognizes students who improve, moving from 85% to 90%-95%+, for example, through incentive programs.</td>
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<tr>
<td>Our school reaches out to parents with positive messaging to acknowledge the role they played when their children are achieving 95%+ or are moving in the right direction.</td>
<td>☐</td>
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</tr>
<tr>
<td>Our school 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>
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</tr>
<tr>
<td>Our school 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>
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</tr>
<tr>
<td>Our school discipline policy and practice ensure students do not miss instruction due to suspensions for non-violent behavior.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Our strategies for supporting student attendance are reflected in our school attendance improvement plan.</td>
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<td>☐</td>
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</tr>
</tbody>
</table>

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

School: ___________________________ Date: ___________________________
DAILY ATTENDANCE
GOAL: 100%

EVERY DAY COUNTS START TO FINISH

SCHOOL: ___________________________ DATE: ___________________________

0% 25% 50% 75% 100%

STUDENTS PRESENT
STUDENTS ON TIME
TOTAL STUDENTS
SEPTEMBER
DAYS OF SCHOOL

JUMPSTART

EVERY DAY COUNTS
START TO FINISH

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

TREAT YOURSELF

EVERY DAY COUNTS
START TO FINISH

THE SCHOOL DISTRICT OF PHILADELPHIA
READ BY 4TH
November
Days of School
Thankfully
Every Day
Counts
Start to Finish
DECEMBER
DAYS OF SCHOOL

CHEER FOR

EVERY DAY
COUNTS
START TO FINISH

THE SCHOOL DISTRICT OF
PHILADELPHIA

READ BY 4TH
JANUARY
DAYS OF SCHOOL

RESOLVE

EVERY DAY COUNTS
START TO FINISH

THE SCHOOL DISTRICT OF
PHILADELPHIA

READ BY 4TH
February
Days of School

Every day counts
Start to finish

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

SPRING FORWARD

EVERY DAY COUNTS START TO FINISH
APRIL
DAYS OF SCHOOL
NO FOOLIN’
EVERY DAY COUNTS START TO FINISH
THE SCHOOL DISTRICT OF PHILADELPHIA
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

2019-2020

This certificate is awarded to

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

EVERY DAY COUNTS START TO FINISH

School:
Signature:
Date:
Certificate of Good Attendance

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
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 _____________________________