



Student Attendance and Truancy Intervention and Prevention Support

Department
Safety, Security, and Student Support Services
September 3, 2015



Agenda

- Attendance Theory of Action
- Multi-Levels of Support
- Data Sources
- School Level Team
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- What Happens at 6-9 Days?
- SARB Team
- What Happens at 10 or More Days?
- District Level Team
 - How We Will Support
- Questions



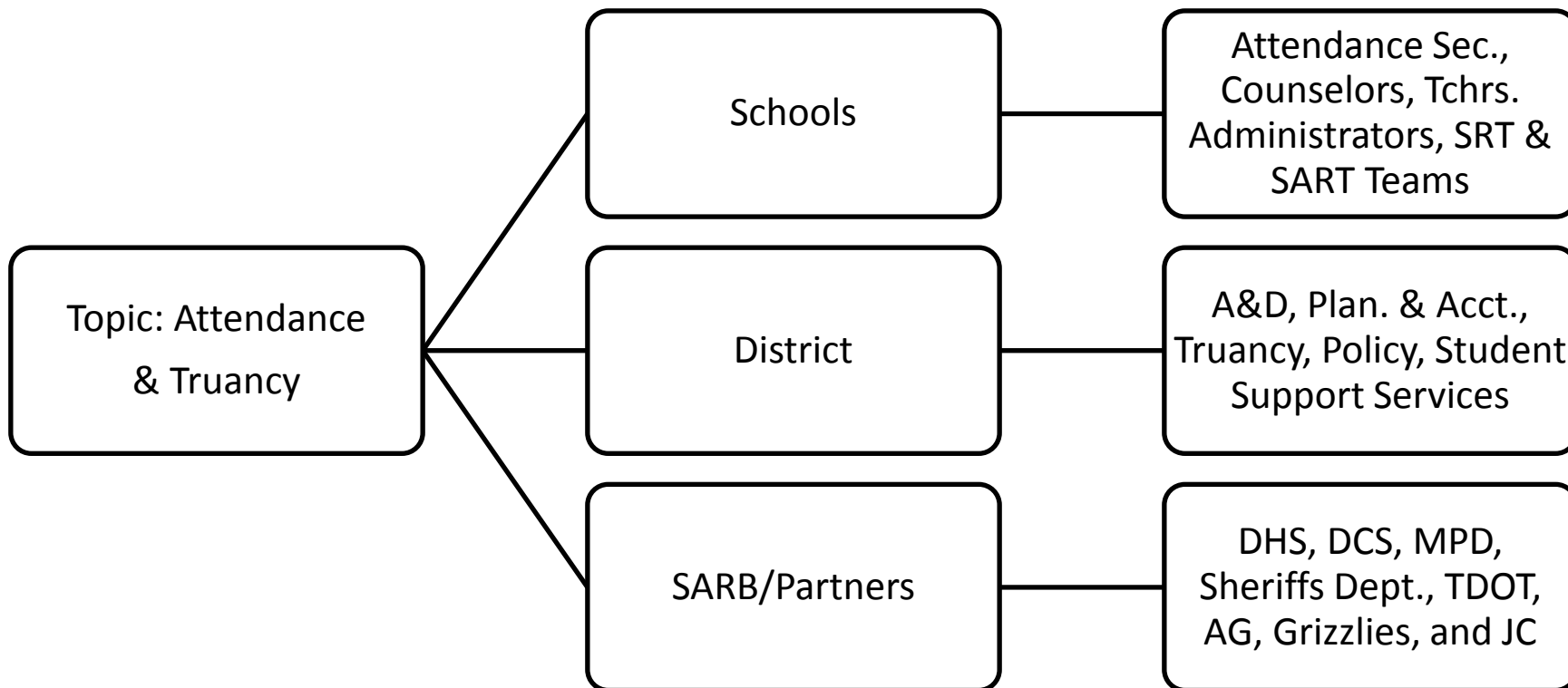
Attendance Theory Of Action

We want to take these key actions...

1. Use high-quality data to identify and track progress of students with attendance problems.
2. Intervene quickly with minor student attendance problems to prevent escalation to more serious problems.
3. Re-engage students with moderate to severe attendance/truancy problems through individual intervention
4. Prevent future attendance problems through use of positive attendance strategies and incentives.



Multi-Levels of Support





Data Sources

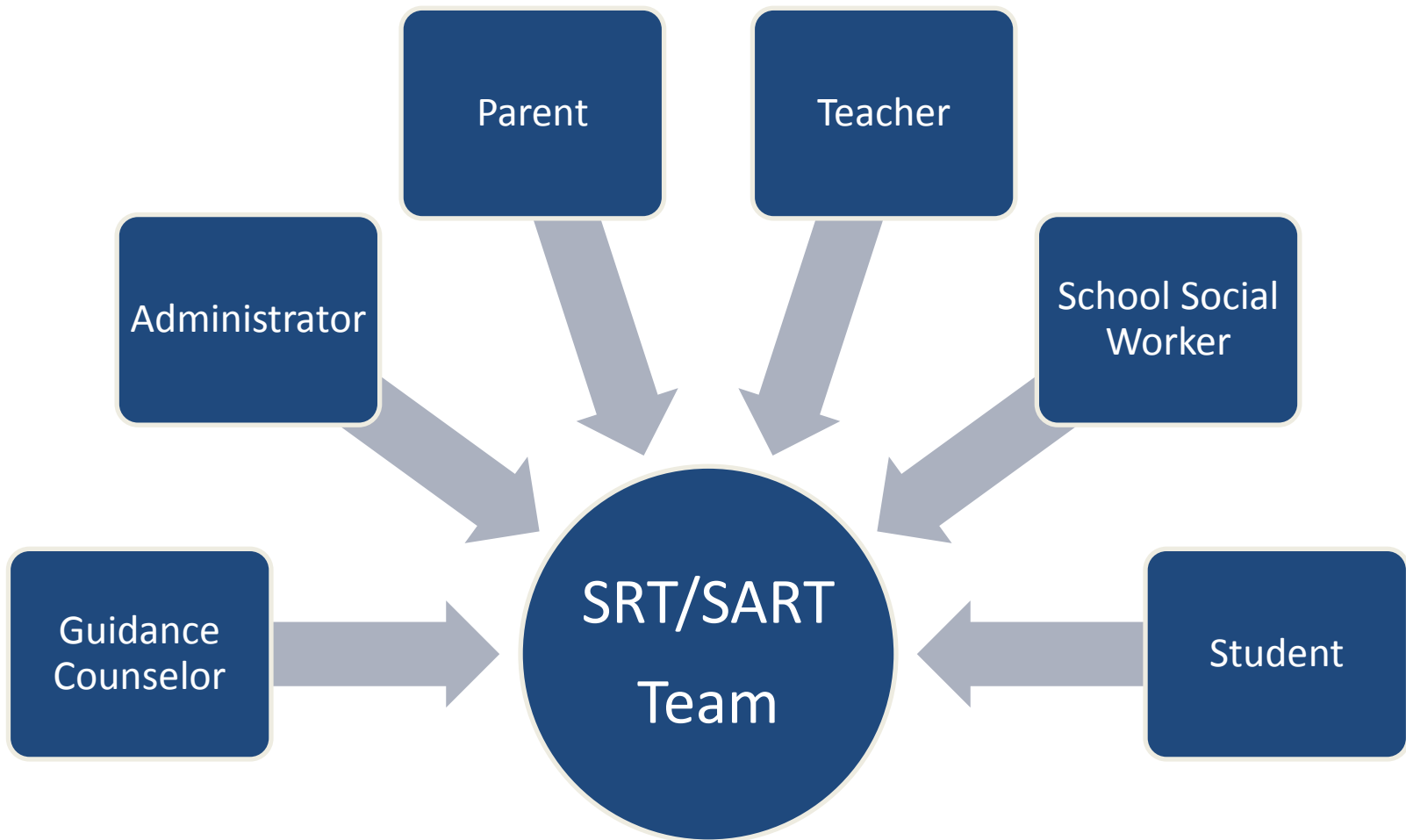
- ☐ Use your Data Sources to determine if a student has been/is truant.

- ☐ Student Information System (PowerSchool SMS)
 - Teachers and office staff record attendance within the SIS, and it holds the official attendance records for students, which are then reported to the Tennessee Department of Education.
 - The system contains several attendance reports.
 - Behavior Module

- ☐ Tableau
 - Tableau is a data analysis, visualization, and sharing tool which is now being used by schools to monitor attendance.



School Level Team





Procedures

- ☐ We should address any student with 5 or more unexcused absences.
- ☐ There should be a telephone call made by “School Messenger.”
- ☐ The Principals or designee should send a SART Meeting request to parent (see policy #6016 page 4, if parent not available).
- ☐ A SART Meeting should be held and a PSAP should be developed and implemented.
- ☐ Afterwards, the GOS or the principal’s designee should document the meeting in the behavior module of SMS.



How To Identify Students

Using the PowerSchool SMS Attendance Export to Identify Students with 5 or More Unexcused Absences

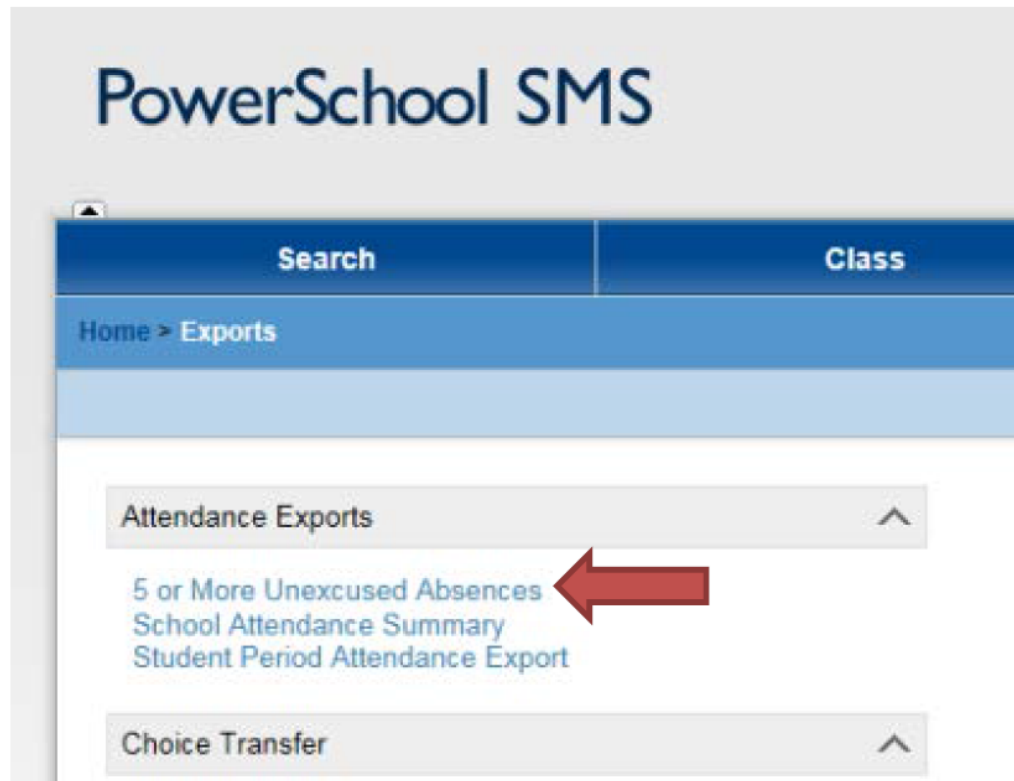
1. From your SMS home page, select Exports under the Admin tab:

The screenshot shows the PowerSchool SMS interface. At the top, there's a header with the title "PowerSchool SMS". Below it, there's a navigation bar with tabs: "Search", "Class", "School", "Admin", and "My". The "Admin" tab is selected, and a dropdown menu is open, showing options: "User Settings", "School Setup", "Scheduling", "Grading", "Attendance", "District Setup", "Reports", and "Exports". A red arrow points to the "Exports" option. Below the navigation bar, there's a section for "Home > Quick Search" with filters for "Active", "Incoming", and "Withdrawn (current year)". There's also a search bar for "Student name or number" and a link for "Advanced Search". At the bottom, there are links for "All Students" and "Recently Enrolled Students".

2. The Attendance Exports are listed in the upper, left-hand corner.
3. Click on the 5 or More Unexcused Absences export, and then click "Run Export" when prompted.



How To Identify Students (Cont.)



4. You will then be able to open (or save) a file in Excel which lists the students who have 5 or more unexcused absences. Please note that all absences the student has accumulated for the year are reported, regardless of whether the student has been enrolled at multiple schools.
5. The School Attendance Summary export provides attendance information for all students and is not limited to just those with 5 or more unexcused absences. This is another helpful export for tracking attendance.



SMS Behavioral Module

- The following links will assist you once the SART Meeting is scheduled. Additionally, please be sure to put the meeting date in the SMS Behavioral Module.
- Instructions for How to Generate SART Letters for students:
<http://docushare2.mcsk12.net:8080/docushare/dsweb/View/Collection-913/Document-15084>
- Instructions for entering PSAP Plan in SMS may be found here:
<http://docushare2.mcsk12.net:8080/docushare/dsweb/View/Collection-661/Document-15054>
- Additionally, if you need assistance entering Disciplinary Referral Incidents in PowerSchool SMS, please refer to the following link:
<http://docushare2.mcsk12.net:8080/docushare/dsweb/View/Collection-661>



Tableau

Historical Attendance Rates by Student <i>ILD Zone: 02 - Colonial Middle</i> Last Screen Update 9/22/2014 12:00:00 AM									
Grade	Student Name	Student_ID	SY0910	SY1011	SY1112	SY1213	SY1314	SY1415	Overall Avg
06	Davis, Brendon, M	3583595	86.7	86.1	83.2	72.8	39.1	87.5	75.9
	Owens, Ananda, S	3721146	94.9	89.4	79.5	77.2	63.2	91.2	84.3
	Hill, Kadarian, M	3706332	86.1	93.9	91.1	83.9	66.7	83.3	85.1

- ☐ Use Tableau, if you want to look for trends or a historical perspective.
- ☐ Historical attendance data is available for each student currently enrolled in your school.
- ☐ The names of students with attendance problems and the contact information for their parents/guardians can be easily retrieved here too.



What Happens During the 6-9 Day Period?

- ☐ If the student has another unexcused absences, “School Messenger” should call the home.
- ☐ The PSAP should be implemented/modified as necessary.
- ☐ If truancy continues beyond 9 days, the SARB Team should then intervene.



PSAP Document

Parent Student Attendance Plan (PSAP)

Instructions: Please complete this form at the SART meeting after the student has accumulated five (5) unexcused absences. Review this form to make a determination about the SARB referral after the student has accumulated ten (10) unexcused absences.

Date: _____ School: _____ Region: _____

Student Name: _____ PIN: _____ Homeroom: _____

DOB: _____ Race: _____ Sex: _____ Grade: _____

Address: _____ Zip: _____

Parent Name: _____

Telephone: _____ Cell Phone: _____ Parent needs translator: _____

List current agency involvement: _____

Issue: _____

Intervention: _____

Person Responsible: _____

Issue: _____

Intervention: _____

Person Responsible: _____

Issue: _____

Intervention: _____

Person Responsible: _____

Follow-up date: _____

_____ Plan modification: _____

(Please use the back of form if necessary)

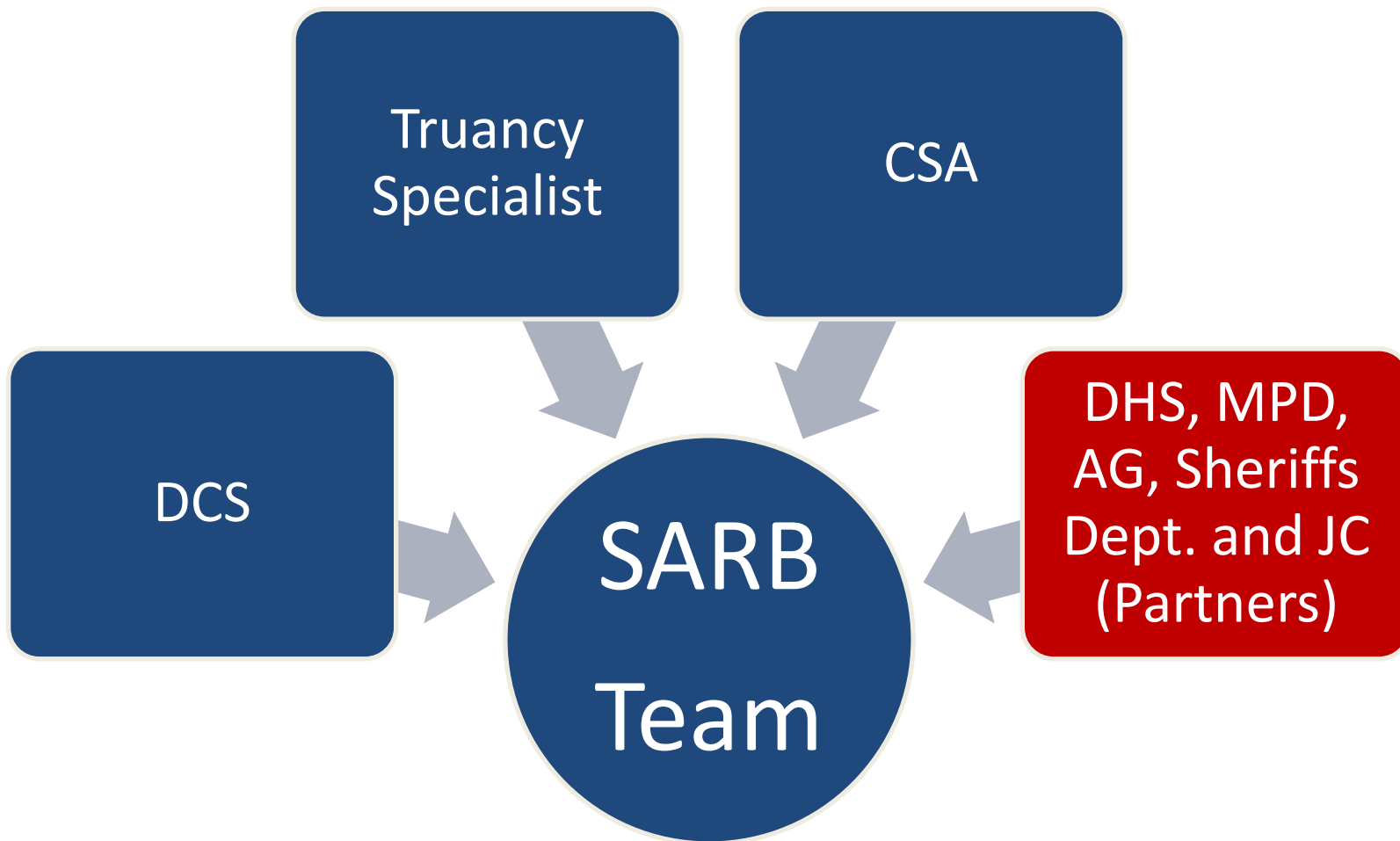
_____ Plan failed refer to Student Attendance Review Board (SARB) for the Region

Signatures: Parent _____ Student _____

Administrator _____ Counselor _____



SARB Team



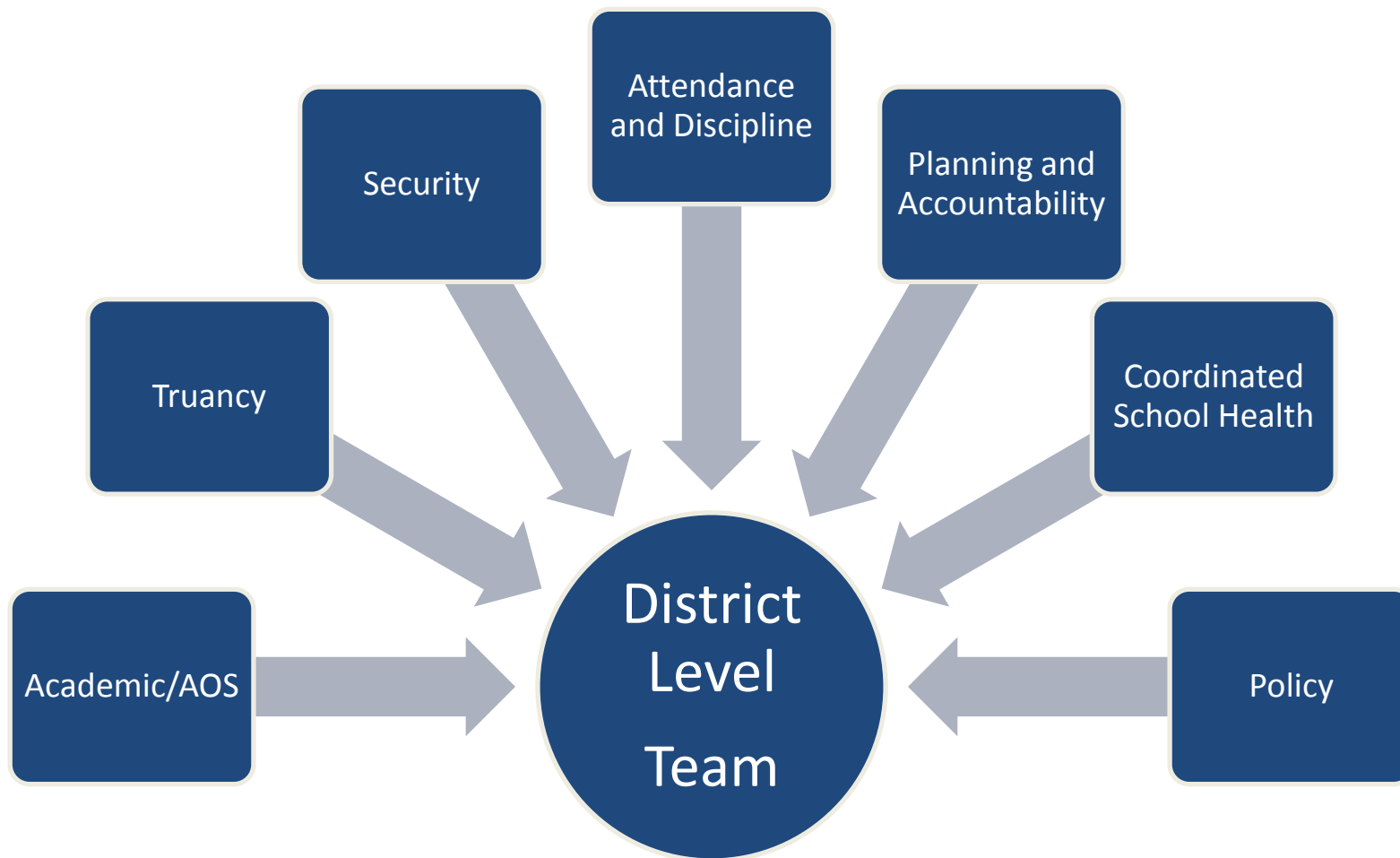


What Happens At Day 10?

- ☐ “School Messenger” should call the home
- ☐ A letter from the District Attorney’s Office is generated by the District and sent to the parent/guardian requiring them to bring the child to a mandatory SARB meeting.
- ☐ Truancy Attendance Specialist Run Crystal Report and investigate to determine if a SARB should be held.
- ☐ The Student Attendance Review Board decides: If they should Modify PSAP or Refer to Juvenile/Criminal Court (SARB Form)
- ☐ DHS Notified as Needed
- ☐ Principal is notified of SARB outcome and information should be placed in PowerSchool



District Level Team





How We Support You!

We will provide:

- ☐ Daily and ongoing analysis/scrubbing of attendance and truancy data.
- ☐ Monthly analysis and follow-up through “Stat” sessions.
- ☐ Quarterly reports and analysis to ILDs and Academics staff.
- ☐ Targeted support and individualized professional development based on job assignment.
- ☐ Constant review of policies, staffing, and operational procedures.
- ☐ Daily canvassing of neighborhoods by Security
- ☐ Truancy Centers
- ☐ Providing follow-up SARB information



Questions?

- For questions or concerns please contact:

Name	Department	Phone Number
Dr. Joris Ray	School Operations	416-6337
Dr. Angela Whitelaw	Schools/Leadership	416-6702
Dr. Roderick Richmond	Student Support Services	416-5043
Mr. Ronald Pope	Truancy	416-6295
Ms. Angela Hargrave	Attendance and Discipline	416-6007
Mr. William White	Planning and Accountability	416-5533