



Attendance Improvement Program Toolkit

Kindergarten/Grade 9



Pupil Services

2013-2014

Alicia Garoupa, LCSW
Interim Coordinator
(213) 241-2620

alicia.garoupa@lausd.net

Background

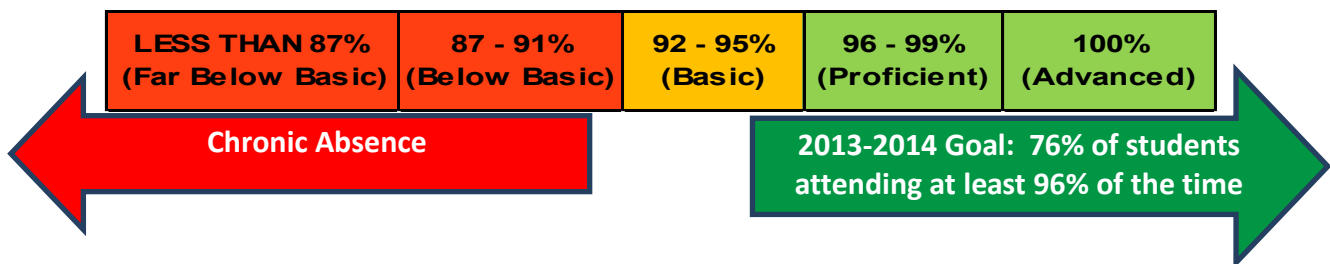
Introduction

Student attendance is an important measure of student engagement and a correlate to academic achievement and graduation. A growing body of academic research supports the vital importance of regular attendance, and the prevention of [chronic absence](#), particularly in early grades¹. In the LAUSD, chronic absence is defined as having an attendance rate of 91% or less, or missing three or more weeks during an academic year, regardless of the reasons for absence (excused or unexcused). Students who are chronically absent in early grades are far more likely to fall behind on critical reading and math skills, be chronically absent in later grades, and eventually drop out of high school.²

Student absenteeism results in the loss of critical instructional time and significant reductions in [Average Daily Attendance Revenue](#) (ADA), the main source of state funding for schools.

In 2011, LAUSD Superintendent John Deasy released his [Performance Meter](#), which outlines core beliefs, goals and targets for improvement in key areas, including increasing the percentage of students with 96% or higher attendance (considered **Proficient/Advanced Attendance**).

The Pupil Services Unit of the LAUSD tracks and reports student attendance trends based on five student attendance performance levels as reflected in the table below.



At the end of the 2010-11 school year, a comprehensive review of district-wide attendance trends showed that Kindergarten and Grade 9 students had significantly lower rates of Proficient/Advanced Attendance and the highest rates of chronic absence. Only 55% of LAUSD Kindergarten students achieved 96% or higher attendance and 19% were considered chronically absent. Similarly, only 62% of LAUSD Grade 9 students achieved 96% or higher attendance, and 20% were chronically absent.

¹ [Present, Engaged and Accounted for: The Critical Importance of Addressing Chronic Absence in Early Grades \(Chang and Romero, September 2008\)](#)
[The Importance of Being in School: A Report on Absenteeism in the Nation's Public Schools \(Balfanz and Byrnes, May 2012\)](#)

² [The Differential Trajectories of High School Dropouts and Graduates \(Hickman, Arizona State University, 2008\)](#)

Attendance Improvement Program: An Effective Model for Absence Prevention

In response to the critical need for attendance improvement in Kindergarten and Grade 9, LAUSD launched the [Attendance Improvement Program \(AIP\) in September of 2011](#). The program targets the schools with the lowest rates of Proficient/Advanced attendance in Kindergarten or Grade 9. An [Attendance Improvement Counselor \(Pupil Services and Attendance Counselor\)](#) provides focused support and strategic intervention at elementary schools and senior high schools throughout the District.

AIP schools have demonstrated significant gains in 96% or higher (Proficient/Advanced) attendance, outpacing improvements seen district-wide over the last two years. Additionally, AIP schools have demonstrated significant declines in chronic absence rates (as reflected in the tables below).

Attendance Improvement Program Outcomes

2011-12 School Year

AIP Schools	Chronic Absence			Proficient/Advanced Attendance		
Population	2010-11	2011-12	Reduction	2010-11	2011-12	Increase
Kindergarten	31.97%	18.83%	-13.14%	37.10%	57.16%	+20.06%
Grade 9	29.10%	23.83%	-5.27%	49.43%	56.70%	+7.27%
School-wide	2010-11	2011-12	Reduction	2010-11	2011-12	Increase
Elementary	18.61%	13.45%	-5.16%	55.59%	63.30%	+7.71%
Secondary	23.43%	21.15%	2.28%	53.87%	57.00%	+3.13%

2012-13 School Year

AIP Schools	Chronic Absence			Proficient/Advanced Attendance		
Population	2011-12	2012-13	Reduction	2011-12	2012-13	Increase
Kindergarten	22.71%	16.59%	-6.12%	46.58%	63.29%	+16.72%
Grade 9	39.94%	24.80%	-15.14%	45.69%	57.61%	+11.92%
School-wide	2011-12	2012-13	Reduction	2011-12	2012-13	Increase
Elementary	13.68%	13.41%	-0.27%	62.29%	67.43%	+5.14%
Secondary	29.19%	21.75%	-7.44%	49.69%	58.83%	+9.14%

The purpose of this toolkit is to provide schools with information and tools to support assessment, planning, and implementation of effective strategies and activities to support attendance improvement.

Tools and materials contained in this toolkit were developed by the Pupil Services and Attendance (PSA) Counselors who serve in the Attendance Improvement Program.

Attendance Improvement Program Toolkit for Kindergarten and Grade 9 -Table of Contents-

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Please note that throughout this toolkit, text and terms in blue are hyperlinked to additional information (click on blue text to be taken to additional information and resources).

Data Evaluation, Planning, and Tracking Tools



LAUSD Instructional Day Calendars

2013-14

[Click here to be taken to these calendar planning templates in Excel.](#)

2013-14 Traditional Calendar with Instructional Days

2013-14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	School Days	
August													1	2	3	4			5	6	7	8	9			10	11	12	13	H		13	
September		H	14	15	UA	16			17	18	19	20	21			22	23	24	25	26			27	28	29	30	31			32		19	
October	33	34	35	36			37	38	39	40	41			42	43	44	45	46			47	48	49	50	51			52	53	54	55	23	
November	56			57	58	59	60	61			H	62	63	64	65			66	67	68	69	70			UA	UA	UA	H	H			15	
December		71	72	73	74	75			76	77	78	79	80			81	82	83	84	85					H							H	15
January	H												86	87	88	89	90			H	91	92	93	94			95	96	97	98	99	14	
February			100	101	102	103	104			105	106	107	108	109			H	110	111	112	113			114	115	116	117	118					19
March			119	120	121	122	123			124	125	126	127	128			129	130	131	132	133			134	135	136	137	138			UA	20	
April	139	140	141	142			143	144	145	146	147											148	149	150	151	152			153	154	155		17
May	156	157			158	159	160	161	162			163	164	165	166	167				168	169	170	171	172			H	173	174	175	176	21	
June		177	178	179	180																												4
																																	180

2013-14 Month Specific Focus (INSERT YOUR OWN THEMES)

2013-14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	School Days	
August																																	13
September	Attendance Awareness Month																														19		
October	Parent Engagement/Parents as Partners																														23		
November	Health and Wellness																														15		
December	Resources and Collaboration																														15		
January	Reflections and Goals																														14		
February	Self Care																														19		
March	Read Across America																														20		
April	Preparing for Transition																														17		
May	End of Year Celebration																														21		
June																															4		
																																180	

-Instructional Days Calendar-

To maintain Proficient/Advanced Attendance, students may miss no more than 1 day for every 25 days enrolled.

The tables below outline the number of absences students will have within the five attendance bands at various points throughout the 2013-14 school year*.

Absences within the attendance bands at the end of each calendar month

Absence Counts/Attendance Achievement Bands at the End of Each Month					
2013-14	FBB	BB	Basic	Proficient	Advanced
August	2 or more	1	1	0	0
September	5 or more	4	2	1	0
October	8 or more	5-7	3-4	1-2	0
November	10 or more	6-9	3-5	1-2	0
December	12 or more	7-11	4-6	1-3	0
January	13 or more	8-12	4-7	1-3	0
February	16 or more	10-15	5-9	1-4	0
March	18 or more	11-17	6-10	1-5	0
April	21 or more	13-20	7-12	1-6	0
May	23 or more	15-22	8-14	1-7	0
June	24 or more	15-23	8-14	1-7	0

Absences within each of the attendance bands at each 25th instructional day

Attendance Achievement by Instructional Day						
<i>Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION</i>						
Instructional Day	Date	FBB	BB	Basic	Proficient	Advanced
25	September 19	4 or more	3	2	1	0
50	October 24	7 or more	5-6	3-4	1-2	0
75	December 6	10 or more	7-9	4-6	1-3	0
100	February 3	14 or more	9-13	5-8	1-4	0
125	March 11	17 or more	11-16	6-10	1-5	0
150	April 23	20 or more	13-19	7-12	1-6	0
175	May 29	23 or more	15-22	8-14	1-7	0
180	June 5	24 or more	15-23	8-14	1-7	0

*Please note that **these breakdowns apply to students who have been enrolled continuously since the first day of school**. Students who enroll late will have fewer days of instruction, and must therefore miss fewer days of school to maintain a 96% attendance rate.

[Click here to access your At-Risk Attendance report in MyData.](#)

-Attendance Trend Assessment Worksheet-

Purpose: To examine two years of attendance achievement and trends in order to assist with planning for the coming school year.

Proficient/Advanced Attendance (96% or higher) and Enrollment

Grade Level	2011-12		2012-13	
	Percent of Students at/above 96%	Number Enrolled	Percent of Students at/above 96%	Number Enrolled
School-wide				

School-wide Monthly Attendance Rates and Revenue Loss

Month	2011-12		2012-13	
	Attendance Rate	Revenue Loss	Attendance Rate	Revenue Loss
Cumulative				

Date reviewed in MyData: _____

-Attendance Trend Assessment Worksheet GUIDE-

Purpose: To assist in locating the data (in MyData system) to complete the Attendance Trend Assessment Worksheet.

Proficient/Advanced Attendance (96% or higher) and Enrollment

Grade Level	2011-12		2012-13	
	Percent of Students at/above 96%	Number Enrolled	Percent of Students at/above 96%	Number Enrolled
	From the Attendance Report section in MyData			
	Tab: Location Comparisons Summarize By: Preferred Location Name Display As: # and % of Students Filters: Preferred location, school year, and grade <i>Extract the information for each grade and school-wide</i>			
School-wide				

School-wide Monthly Attendance Rates and Revenue Loss

Month	2011-12		2012-13	
	Attendance Rate	Revenue Loss	Attendance Rate	Revenue Loss
	From the Attendance Report section in MyData			
	<u>Attendance Rate</u> Tab: Month-Month Comparison Display As: Monthly Filters: Preferred location, school year, and grade <i>*Extract the information for each school year</i>			
	<u>Revenue Loss</u> Tab: Revenue Lost Summarize By: Month Filters: Preferred location, school year, and grade <i>*Information for two years is displayed at the bottom</i>			
Cumulative				

-Monthly Attendance Trend Tracking Worksheet-

Purpose: To track attendance achievement, monthly trends and evaluate the effectiveness of strategies and interventions.

Month: _____

Proficient/Advanced Attendance (96% or higher) and Enrollment

2013-14		
Grade Level	Percent of Students at/above 96%	Number Enrolled
School-wide		

School-wide Monthly Attendance Rates and Revenue Loss

2013-14		
Month	Attendance Rate	Revenue Loss
Cumulative		

Date reviewed in MyData: _____

-Monthly Attendance Trend Tracking Worksheet GUIDE-

Purpose: To assist in locating the data (in MyData system) to complete the Attendance Trend Tracking Worksheet.

Month: _____

Proficient/Advanced Attendance (96% or higher) and Enrollment

2013-14		
Grade Level	Percent of Students at/above 96%	Number Enrolled
	Tab: Location Comparisons Summarize By: Preferred Location Name Display As: # and % of Students Filters: Preferred location, school year, and grade <i>Extract the information for each grade and school-wide</i>	
School-wide		

School-wide Monthly Attendance Rates and Revenue Loss

2013-14		
Month	Attendance Rate	Revenue Loss
	<div style="text-align: center;"><u>Attendance Rate</u></div> Tab: Month-Month Comparison Display As: Monthly Filters: Preferred location, school year, and grade <i>*Refer to data extract dates</i> <div style="text-align: center;"><u>Revenue Loss</u></div> Tab: Revenue Lost Summarize By: Month Filters: Preferred location, school year, and grade <i>*Data Extract Dates</i>	
Cumulative		

Recommended Sources for Accessing Attendance Data

Individual Student Recognition		
Activity	Recommended Timeframe/Schedule	Reports
Perfect Attendance Monthly	End of each calendar month	ISIS Att Incentive Report ISIS Att Referral Report (converted to Excel) SIS AT46- secondary
Notification/Recognition/ Warning Letters	After 25 th day milestones	ISIS Att Summary Report ISIS Att Referral Report (converted to Excel) SIS AT46- secondary
Proficient/Advanced Attendance	After 25 th day milestones	ISIS Att Summary Report ISIS Att Referral Report (converted to Excel) SIS AT46- secondary
Classroom Attendance		
Activity	Timeframe	Reports
Monthly Attendance Rates	End of each calendar month	ISIS Att Summary Report
Daily Absence Tracking	Beginning/end of each week	Period Attendance for an Educator
Goal monitoring		
Activity	Timeframe	Reports
Reviewing Number and Percent of students in each Attendance Performance band	monthly	MyData At-Risk Attendance (Detailed)

ISIS Attendance Reports

FOR INDIVIDUAL STUDENT ATTENDANCE RATES

- **ISIS Report: Attendance Referral Form**
- **ISIS Report: Attendance Summary**

This screenshot shows the main navigation menu of the ISIS system. The user is logged in as Alicia Garoupa Bollinger. The page lists several categories: Administration & Setup, Attendance, Grades, My Profile, Reports, and Student. A blue arrow points to the 'Reports' category.

LOS ANGELES UNIFIED SCHOOL DISTRICT
District View [change]

ALICIA GAROUPA BOLLINGER Messages (6) Help Logout

Academic Year: 2013 [change] Auto Logout in: 00:00

Student | Attendance | Grades | Administration & Setup | All Categories

Home > All Categories

All Categories

- **Administration & Setup**
Set various parameters across the system, and configure codes and security levels.
- **Attendance**
Record daily or period attendance and view attendance data.
- **Grades**
View and record grades, and set grading requirements.
- **My Profile**
Review profile information and change password.
- **Reports**
Access attendance and class/student assignment reports.
- **Student**
Enroll new students and view/manage student information.

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Page ID: CO0012 / Version: 2.8.4.181-RC1-PATCH-4733 / Server: MAXP-F2

Privacy Policy

This screenshot shows the 'All Reports' page. The 'Grades Scheduling Teacher' category is circled in yellow. The page includes a search bar and a dropdown menu for selecting a category.

LOS ANGELES UNIFIED SCHOOL DISTRICT
District View

ALICIA GAROUPA BOLLINGER CLOSE HELP

All Reports Select a Category: -- Please Select -- Go

Academic Year: 2013 Search Report

All Reports

- Attendance - Daily Use
- Attendance - General
- Continuation Schools
- Grades Scheduling Teacher

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Release 2.8.4.181 Build 3198 Patch 4738
Current Server: RPT-MAX-5

This screenshot shows the 'Attendance - General' page. The 'Attendance Referral Form' and 'Attendance Summary' reports are circled in yellow. The page lists various attendance reports and includes a link to show descriptions.

LOS ANGELES UNIFIED SCHOOL DISTRICT
District View

ALICIA GAROUPA BOLLINGER CLOSE HELP

All Reports Select a Category: -- Please Select -- Go

Academic Year: 2013 Search Report

Attendance - General [show descriptions]

- Absence Audit Report
- Absence Detail Call List
- Absence Detail Call List Letter
- Attendance Incentive Report
- Attendance Not Submitted Report with Date Range
- Attendance Referral Form
- Attendance Summary
- Re-admittance Roster
- Truancy Letter Report

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Current Server: RPT-MAX-1

ISIS Attendance Reports

FOR INDIVIDUAL STUDENT ATTENDANCE RATES *Continued*

Attendance Referral Report

This report will generate one page of attendance information for each student who exceeds a user defined minimum number of full day absences for the current school year.

Output Format: HTML (convert to Excel using the magic button)

Benefits: can select currently enrolled students only

Notes:

- Has to be cleaned up in Excel; Attendance Percentage rounds up
- Should add a column to calculate the real attendance rates (days attended divided by days enrolled)
- Must remove duplicates from the report

Attendance Referral Form SAMPLE																			
NAME	STUDENT_ID	GENDER	GRADE	ADDR	CITY	STATE	ZIP	TRACK	BIRTH	ETHNIC	HOME_LAN	STATUS	RELATIONSH	contactHo	contactHo	DayPresent	attendancePct	DaysAbsent	DaysPresent
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
M	K	CA	####	A	7/28/2007	White	English	Enrolled	Mother	TORRES	818-857-79	98	98	2	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				
F	K	CA	####	A	5/20/2007	Filipino	English	Enrolled	Parents	CADANO	818-799-76	94	94	5	81				

Attendance Summary Report

This report is used to identify students with perfect attendance and/or those who exceed a user defined minimum number of full day absences within a selected date range. The report lists absences (excused, unexcused, uncleared, non-compliant, suspension, makeup Days), tardies, partial days, total days

Output: PDF or CSV

Benefits: provides a comprehensive student list, sorted by percent attendance

Notes:

- Will include students receiving Special Education services under the Special Day Program (SDP) eligibility and L'd out students (must be cleaned)

School ID :	E3610	Run Date :	January 08, 2013																	
School Year :	2013	Run Time :	1:34 PM																	
Begin Date :	08/14/2012	Track(s) :	ALL																	
End Date :	01/08/2013	House(s) :	ALL																	
Attendance Summary Report																				
Grade Level(s): K																				
Student ID	Last Name	First Name	MI	House	GrdTrk	Birth Date	Home Room	Tardies	Exc	Unexc	Unclr	N-Comp	Susp	Total	Makeup Days	Part Days	Days Pres	Days Poss	Percent Prnt	
			A		K	A	02-27-07	401	0	0	0	0	0	0	0	0	28	28	100.00	
			R		K	A	09-17-07	401	5	0	0	0	0	0	0	0	0	81	81	100.00
					K	A	01-18-07	402	2	0	0	0	0	0	0	0	0	81	81	100.00
			I		K	A	03-28-07	402	1	0	0	0	0	0	0	0	0	81	81	100.00
			C		K	A	10-21-07	401	1	0	0	0	0	0	0	0	0	81	81	100.00
			H		K	A	01-07-07	402	0	0	0	0	0	0	0	0	0	3	3	100.00
			A		K	A	03-03-07	401	0	0	0	0	0	0	0	0	0	81	81	100.00
			K		K	A	01-14-07	401	0	0	0	0	0	0	0	0	0	55	55	100.00
			M		K	A	02-22-07	401	0	0	0	0	0	0	0	0	0	81	81	100.00
			B		K	A	06-29-07	401	0	0	1	0	0	0	1	0	0	80	81	98.77
			I		K	A	09-26-07	401	3	1	0	0	0	0	1	0	0	80	81	98.77
			J		K	A	08-28-06	401	0	0	1	0	0	0	1	0	0	80	81	98.77
			A		K	A	10-13-07	402	1	1	0	0	0	0	1	0	0	80	81	98.77
			M		K	A	12-08-06	402	0	1	0	0	0	0	1	0	0	80	81	98.77
			U		K	A	04-11-07	402	0	0	1	0	0	0	1	0	0	80	81	98.77
					K	A	10-10-07	401	1	2	0	0	0	0	2	0	0	79	81	97.53
					K	A	07-28-07	401	6	0	2	0	0	0	2	0	0	78	81	97.53

ISIS Attendance Reports

FOR CLASSROOM ATTENDANCE RATES BY MONTH (ELEMENTARY ONLY)

- **ISIS Report: Attendance Summary Report**

To find the data to for a monthly classroom attendance percentage, [log on to ISIS](#). Under Reports, select Attendance-General, then “Attendance Summary” and choose filters.

LOS ANGELES UNIFIED SCHOOL DISTRICT
District View [change]

MICHELLE CASTELO Messages (0) | Help | Logout
Capture

Academic Year: 2013 [change] Auto Logout in: 29:08

Student | Attendance | Grades | Administration & Setup | Reports | My Profile | All Categories

Home > All Categories

All Categories

- **Administration & Setup**
Set various parameters across the system, and configure codes and security levels.
- **Attendance**
Record daily or period attendance and view attendance data.
- **Grades**
View and record grades, and set grading requirements.
- **My Profile**
Review profile and change password.
- **Reports**
Access attendance and class/student assignment reports.
- **Student**
Enroll new students, and view/manage student information.

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Go to:
Reports

LOS ANGELES UNIFIED SCHOOL DISTRICT
District View

MICHELLE CASTELO
CLOSE | HELP

All Reports

Select a Category: -- Please Select -- Go

Academic Year: 2013 Search Report

All Reports

- [Attendance - Daily Use](#)
- [Attendance - General](#)
- [Continuation Schools](#)
- [Counseling](#)
- [Discipline](#)
- [Grades](#)
- [Scheduling](#)
- [Teacher](#)

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Attendance
General

LOS ANGELES UNIFIED SCHOOL DISTRICT
District View

MICHELLE CASTELO
CLOSE | HELP

All Reports

Select a Category: -- Please Select -- Go

Academic Year: 2013 Search Report

Attendance - General [show descriptions]

- [Absence Audit Report](#)
- [Absence Detail Call List](#)
- [Absence Detail Call List Letter](#)
- [Attendance Incentive Report](#)
- [Attendance Not Submitted Report with Date Range](#)
- [Attendance Referral Form](#)
- [Attendance Summary](#)
- [Re-admittance Roster](#)
- [Truancy Letter Report](#)

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Attendance
Summary

ISIS Attendance Reports

FOR CLASSROOM ATTENDANCE RATES BY MONTH (ELEMENTARY ONLY) *Continued*

School Year: 2013 User: mvc9944

Attendance Summary Report

This report is used to identify students who exceed a user defined minimum number of full day absences within a selected date range. The report lists absences (excused, unexcused, undeared, non-compliant, suspension, makeup days), tardies, partial days, total days present, total days absent and an attendance percentage for each student. A total attendance percentage for the selected group is also included at the bottom of the report.

Select House: Choose...
 ALL
 E5836- 109TH ST EL

Track: Choose...
 ALL
 A

Grade Level: Choose...
 ALL
 PK
 Transitional Kindergarten
 K

Begin Date: 08/14/2012
 End Date: 06/17/2013
 Min. # of Absences: 0

Print banner page: Yes No

Sort by Room: Yes No

Report Output: PDF

Generate Report

Set Parameters / Filters here

Make sure to select "YES" to sort by room in order to obtain Classroom Attendance Percentages

NOTES:

- You can change the date range.
- The report Output can be in PDF or Excel.

The Attendance Summary Report shows the percent present in each classroom on the bottom of the report.

Student ID	Last Name	First Name	MI	House	Grd	Trk	Birth Date	Home Room	Tardies	Exc	Unexc	Unclr	N-Comp	Susp	Total	Days Present	Days Possible	Percent Present			
1								1	5	10	4	0	0	0	14	0	166	180	92.22		
1								1	0	0	0	0	0	0	0	0	180	180	100.00		
1								1	0	8	1	0	0	0	9	0	37	46	80.43		
1								1	1	1	0	0	0	0	1	0	170	171	99.42		
1								1	0	1	0	4	0	0	5	0	175	180	97.22		
1								1	0	0	0	0	0	0	0	0	178	178	100.00		
1								1	0	0	0	0	0	0	0	0	7	7	100.00		
1								1	0	2	0	0	0	0	2	0	53	55	96.36		
1								1	0	3	0	2	0	0	5	0	175	180	97.22		
1								1	0	4	1	0	0	0	5	0	175	180	97.22		
1								1	0	10	2	0	0	0	12	0	168	180	93.33		
1								1	3	11	13	0	0	0	24	0	156	180	86.67		
1								1	3	2	0	2	0	0	4	0	156	160	97.50		
1								1	0	2	1	0	0	0	3	0	168	171	98.25		
1								1	0	2	2	1	0	0	5	0	175	180	97.22		
1								1	10	14	5	0	0	0	19	0	161	180	89.44		
1								1	14	1	10	0	0	0	11	0	169	180	93.89		
1								1	0	0	1	0	0	0	1	0	179	180	99.44		
1								1	0	1	0	1	0	0	2	0	178	180	98.89		
1								1	6	5	10	6	0	0	21	0	159	180	88.33		
1								1	0	2	0	1	0	0	3	0	177	180	98.33		
1								1	1	1	0	2	0	0	3	0	177	180	98.33		
1								1	22	9	6	3	0	0	18	0	162	180	90.00		
1								1	4	0	10	3	0	0	0	0	75	88	85.23		
1								1	66	8	5	2	0	0	0	0	165	180	91.67		
1								1	2	1	0	0	0	0	0	0	179	180	99.44		
Totals																Days Present =	3,920	Days Possible =	4,116	Percent Present =	95.24%

Homeroom denotes what classroom is being reported.

CLASSROOM ATTENDANCE PERCENTAGE HERE!

ISIS Attendance Reports

FOR CLASSROOM ATTENDANCE PERCENTAGE BY DAY

ISIS Report: Period Attendance for an Educator

To find the data to track daily absences in classrooms, [log on to ISIS](#). Select Attendance, then Period Attendance for an Educator (or Class) and click on the staff number.

Note that the current day's attendance information is automatically displayed. You can change the date to view prior school days using the change date dropdown menu (remember to click GO).

Here is an example:

Formula/Instructions	Example (Span SP 1B above)
1. Total number of students enrolled in the classroom (possible attendance)	43
2. Actual Attendance (number of students present <i>plus number tardy</i>)	40 + 1 = 41

Attendance Percentage Calculation = Actual attendance divided by possible attendance

Example Span SP 1B (Period 2; Course S052-1):

$$\frac{\text{Actual Attendance}}{\text{Possible Attendance}} = \frac{41}{43} = 93.35\%$$

Click here for an Excel worksheet that will help to calculate and track [weekly and monthly attendance percentages for secondary classrooms](#).

ISIS Attendance Reports

FOR DAILY ABSENCE COUNTS

ISIS Report: Period Attendance for an Educator

To find the data to track daily absences in classrooms, [log on to ISIS](#). Select Attendance, then Period Attendance for an Educator (or Class) and click on the staff number.

Note that the current day's attendance information is automatically displayed. You can change the date to view prior school days using the change date dropdown menu (remember to click GO).

Here is an example:

Academic Year: 2012 [change] Auto Logout in: 29:12

Student | Attendance | Grades | Administration & Setup | All Categories

Home > Attendance > Select Educator > Educator Class Schedule

Educator: BEST [Change Educator]

Class Schedule for Tuesday, 08 May, 2012 Change Date: May 8 2012 GO

Course-Section	Course	Period(s)	Attendance Submitted	Enrolled	Present	Absent	Tardy
110199-3	GRADE K	1	Yes	23	23	0	0

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LAUSD MAX

Sample table displaying absence counts by day:

Teacher	M	T	W	Th	Fri	Weekly Absence Count
	5/6/2013	5/7/2013	5/8/2013	DATE	DATE	
Best	1	0	1	0	0	2
Good	2	0	1	0	1	4
Amazing	2	1	0	0	0	3
Fair	3	0	1	1	1	6
Daily Total	8	1	3	1	2	15

Click here for an Excel worksheet where you can track and display [Daily Absence Counts for Classrooms](#) as shown in the table above.

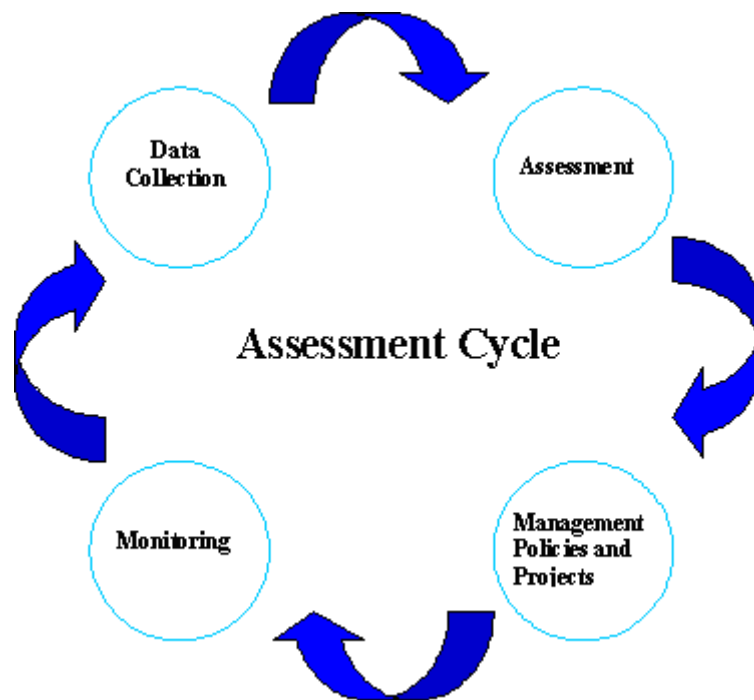
MyData Quick Reference

All attendance data in the MyData system can be accessed by clicking the “**School**” located on the blue menu bar and selecting “**Attendance**” from the dropdown menu.

Data Inquiry	Application	Data Location
What are your school’s month-to-month attendance trends (2 year comparison)?	Compare and explore seasonal variations in month-to-month attendance rates for the entire school. The report provides month specific rates and a cumulative rate for the school year.	<p>Tab: Month-to-Month Comparisons</p> <p>Display As: Monthly Attendance</p> <p>Filters: Preferred location and school year</p> <p>Select prior school year</p>
What is your school’s approximate amount of revenue lost from absences in the past 2 school years?	See the dollar impact of student absences on a month-to-month basis. Revenue lost is a direct calculation from lost instructional days due to absence.	<p>Tab: Revenue Lost</p> <p>Summarize By: Month</p> <p>Filters: Preferred location and school year</p> <p>Select prior school year</p>
What is the percent and number of students achieving /not achieving proficient/advanced attendance at your school for the past two years?	Identify the proportions of students that fall into each attendance band within each grade level: <i>Advanced, Proficient, Basic, Below Basic, and Far Below Basic.</i>	<p>Tab: Location Comparisons</p> <p>Summarize By: Preferred Location Name</p> <p>Display As: # and % of Students</p> <p>Filters: Preferred location and school year</p> <p><i>Extract the information for two years:</i></p> <p>Select each grade level and school-wide</p>

[Click here to be taken to MyData FAQ.](#)

School and Community Assessment Tools



School and Community Assessment Resources

School Data and Assessment

[MyData](#)

[School Information Branch Data Profiles](#)

[School Report Card](#)

[School Experience Survey](#)

[School Performance Framework](#)

Community Data and Assessment

- [U.S. Census](#)
- [Healthy City](#)
- [Zip Skinny](#)

SCHOOL RESOURCE DIRECTORY

[Click here to be taken to this School Resource Directory template in Word.](#)

School Name	
School Address	
School Phone/Fax	

SCHOOL CONTACTS		
TITLE	NAME	TELEPHONE EXTENSION
Principal		
Assistant Principal		
Assistant Principal		
AP, EIS		
AP, SCS		
AP, SSS		
Special Education		
School Administrative Assistant (SAA)		
Attendance Clerk		
Computer Operator		
Cafeteria Manager		
Plant Manager		
SUPPORT STAFF	NAME	SCHEDULED DAYS/EXTENSION
PSA Counselor		
DPC Counselor		
School Psychologist		
Psychiatric Social Worker		
School Nurse		
Academic Counselor		
Academic Counselor		
Academic Counselor		
Academic Counselor		
Dean		
Dean		
Impact Coordinator		
Healthy Start Coordinator		
On-Site Counseling Agency		
Lead Counseling Agency		
Speech Pathologist		
Other:		
MULTIDISCIPLINARY TEAMS	TEAM LEAD	SCHEDULED DAYS
Coordination of Services Team (COST)		
Student Success Team (SST)		
Student Attendance Review Team (SART)		

Letter and Memo Templates



INTRODUCTION/POLICY LETTER/MEMORANDUM [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)

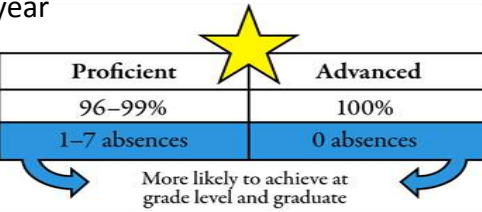
[INSERT DATE]

Dear _____,

Welcome to the new school year! The LAUSD Performance Meter Goal is for 76% of all students to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the school year. This means that each student must have:

- No more than one absence for every five weeks (25 instructional days) of school
- No more than SEVEN TOTAL absences in the school year

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences



 More likely to achieve at grade level and graduate

Last year, our school achieved the following rates of Proficient/Advanced (96% or higher) Attendance:

<<SCHOOL NAME>> 2013-14 School Year		
Grade Level	Above 96%	Number of Students
School-wide		

To meet the LAUSD attendance goal, the following strategies and activities are being implemented this school year:

1. Incentive programs
 - a. <<INSERT PROGRAM>> (e.g., 96% Club recognition)
 - b. <<INSERT PROGRAM>> (e.g., Incentives for classes with the highest attendance)
 - c. <<INSERT PROGRAM>> (e.g., Parent meeting for students below 96%)
2. Monthly data tracking and sharing
3. Parent engagement activities and recognition for 96% or higher attendance

Your participation and support will be critical to improving attendance at our school. For more information or to get involved, please contact me at <<PHONE NUMBER>>.

WE NEED YOUR SUPPORT TO HELP ALL OF OUR STUDENTS SUCCEED!

Approved by: _____, Principal

ATTENDANCE NOTIFICATION LETTER [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)

[INSERT DATE]

Dear Parents/Guardians of **<<STUDENT NAME>>**:

The **<<INSTRUCTIONAL DAY>>** Instructional Day is **<<DATE>>**. On this day, all students who have been enrolled since the first day of school and have **<< # OF ABSENCES >>** or **FEWER absences** will be recognized for having Proficient/Advanced attendance. We will celebrate the **<<INSTRUCTIONAL DAY>>** day of school with various activities for students who are achieving the goal and/or maintain Perfect Attendance from today until this date.

Don't let your child miss out! Send your child to school every day!
As of today, <<STUDENT NAME>> has
an attendance rate of << PERCENT >>% with <<# OF DAYS >> absence(s).

The LAUSD goal for all students is to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the entire school year. The table below explains in detail how this can be achieved.

MAINTAINING PROFICIENT/ADVANCED ATTENDANCE		
<i>Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION</i>		
INSTRUCTIONAL DAY	ON THIS DATE...	THE FOLLOWING # OF ABSENCES IS ALLOWABLE
25	September 19	0-1 day
50	October 24	0-2 days
75	December 6	0-3 days
100	February 3	0-4 days
125	March 11	0-5 days
150	April 23	0-6 days
175	May 29	0-7 days

If your child has more than 7 absences, please contact the Attendance Improvement Counselor, **<< AIC NAME>>**, at **<<PHONE NUMBER>>** as soon as possible. We will send you an update about your child's attendance after every 25 days of instruction (approximately every 5 weeks).

We look forward to continuing our partnership with you.

Sincerely,

<< AIC NAME>>

Attendance Improvement Counselor

Approved by: _____, Principal

Attendance Improvement Program, Pupil Services

EXCESSIVE ABSENCE LETTER [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)


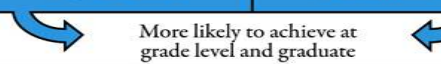
[INSERT DATE]

Dear Parents/Guardians of <<STUDENT NAME>>:

You are receiving this letter because your child has accrued excessive excused and/or unexcused absences.

The LAUSD goal for all students is maintaining a Proficient/Advanced attendance rate, which means 7 or less absences throughout the entire school year. Achieving Proficient/Advanced attendance is directly tied to student achievement. As of this week, your child is NOT meeting the 96% attendance goal and has already accumulated more than 7 absences, putting him/her at serious risk of falling behind.

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences



 More likely to achieve at grade level and graduate

A review of our records shows that your child:

- Has an attendance rate of <<PERCENT>>%.
- Has accumulated <<# OF DAYS>> absences.

All students are expected to attend school every day, on time. California's compulsory education law (EC 48200) requires each person between 6 and 18 years of age to attend public, full-time day school and requires their parents or guardians to send them there, unless legally exempt. *According to Education Code 48260*, any pupil who is absent from school without a valid excuse for three full days, or who is tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions, or any combination thereof, may be considered “truant.” Truancy is a court-punishable offense for both the child and the child’s guardian.

We understand that <<GRADE LEVEL>> can be a challenging transitional year. The following programs are available to support you and your child:

<<INSERT EXAMPLES>>

◆ <<INSERT EXAMPLE>> (e.g., Tutoring Program)	◆ <<INSERT EXAMPLE>> (e.g., Academic Counselors)
◆ <<INSERT EXAMPLE>> (e.g., After School Programs)	◆ <<INSERT EXAMPLE>> (e.g., Parent Center workshops)

Please contact the Attendance Improvement Counselor, <<AIC NAME>>, at <<PHONE NUMBER>>.

WE NEED YOUR SUPPORT TO HELP YOUR CHILD SUCCEED!

Sincerely,
Principal

EXTENDED VACATION LETTER [INSERT LETTERHEAD]

[Click here to be taken to this letter template in Word \(English and Spanish available\).](#)

MISSING SCHOOL AFFECTS STUDENT ACADEMIC PERFORMANCE.

It takes an average of **three days** for a student to catch up **for each day of school missed**.

<< DATE >>

Dear Parents/Guardians:

We need your support to help your child be successful in school. Each day that your child is absent, he/she misses critical instructional time. The LAUSD goal for all students is to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the entire school year. This means having **no more than 7 total absences during the school year**.

Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence (EC 48260). As you make plans for the upcoming <<HOLIDAY/BREAK>> from <<VACATION DATES>>, we would like to remind you of our attendance policy and state laws regarding attendance.

According to the California Education Code, students may be excused from school when the absence is due to:

- Illness.
- Quarantine
- Medical, dental, optometric or chiropractic services.
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state)
- Jury duty.
- Illness or medical treatment of a child of whom the student is the custodial parent.
- Justifiable Personal Reasons: when the pupil's absence has been requested in writing by the parent and approved by the principal or designee.

Any absence for any reason other than those stated above will be marked unexcused and may result in your child being classified as truant.

All students are expected to return on <<DATE OF RETURN>>. Support your child's academic growth by ensuring he/she is in school every day and on time. If you have any questions, please call the Attendance Improvement Counselor, <<AIC NAME>>, at <<PHONE NUMBER>>.

Sincerely,

Principal

DATA SHARING MEMORANDUM TEMPLATE/SAMPLE

[Click here to be taken to this template in Word.](#)

[INSERT DATE]

TO: Faculty and Staff

FROM:

SUBJECT: MONTHLY ATTENDANCE UPDATE AND REMINDERS

Current [Grade Level] Attendance Achievement

	Far Below Basic Less than 87%	Below Basic 87-91%	Basic 92-95%	Proficient 96-97%	Advanced 100%
[Grade Level]	% (# students)	% (# students)	% (# students)	% (# students)	% (# students)
School-wide	% (# students)	% (# students)	% (# students)	% (# students)	% (# students)

Superintendent’s Performance Meter Goal (2013-14): 76% of students achieving Proficient/Advanced Attendance

Proficient/Advanced Attendance (96% or higher) is maintained by having no more than 1 absence for every 25 days of instruction (a maximum of 7 absences in an 180 day school year).

EXAMPLE [INSERT KEY DATA HERE]:

[Grade Level]: Monthly Classroom* Attendance Rates

School Month	1	2	3	4	5	6	7	8	9	10
Teacher A										
Teacher B										

**By classroom, advisory, SLC, etc.*

Announcements for [MONTH]

Reminders/Alerts

- Upcoming holiday/day off for <<holiday name>>
- Inclement weather’s impact on absences

Attendance Activities/Events

- 96% Club recognition
- Classroom incentives for classes with the highest attendance
- Parent meetings for students falling below 96%

Attendance Tips

- Contact parent/guardian to discuss student’s attendance after 25 day progress report
- Inquire about student absences and tardies
- Encourage students to come to school every day

Approved by: _____, Principal

-SAMPLE MONTHLY ATTENDANCE NEWSLETTER-

[Click on the image to be taken to the Microsoft Word template.](#)

[INSERT SCHOOL NAME]
[INSERT Address and Telephone Number]

ATTENDANCE NEWS

Volume XX, MONTH, DAY, YEAR

*Excellent Attendance is Expected Every School Day. **COMMIT!***

INSERT
MASCOT
HERE

INSERT
MASCOT
HERE

Why does Attendance Matter?

The belief that attendance is not important is a common myth. On the contrary, attendance is very important! Going to school regularly is a first step toward school success and graduation.

Important Note to Remember about Attendance

- Students with regular attendance do better in school, have more friends, like school and are more likely to graduate.
- Frequent absences are associated with lower (academic) reading and math skills.
- Successful students miss no more than 7 days of school per year.

A commitment to a just opportunity to learn.

PARENT BRAG BOARD
You Make All the Difference

Student of the Month Citizen of the Month

Perfect Attendance

"100% Attendance Club" Members

SAVE THE DATE!

Parents please attend the
MONTHLY AWARDS ASSEMBLY
 on XX,
 at XX am to the XXXX!

What Your Child Was Learning this Month

Chronic Absence: 16 or more days

Warning Zone: 6-17 days

Good Attendance: 7 or fewer days absent

THE GOAL:
ALL STUDENTS WILL HAVE AT LEAST 96% ATTENDANCE ALL YEAR!

(from 95% attendance)

Grade	% of students with 96% or higher attendance
[GRADE]	[DATA]
	[DATA]
	[DATA]
	[DATA]
School-wide	[DATA]

Monthly Attendance

[MONTH] Attendance	2010-11	2011-12	Difference
School-wide	INSERT DATA	INSERT DATA	INSERT DATA
Kindergartens/Grade 9	INSERT DATA	INSERT DATA	INSERT DATA

On-Time Rate	On-Time Rate	On-Time Rate	Progress	Achieved
95% (95%)	97% (97%)	99% (99%)	95% (95%)	99%
95% or more attendance	95-97% attendance	97-99% attendance	95% attendance	99% attendance

*Note: 95% attendance goal for all students.

Incentive Ideas



Attendance Incentive Ideas for Students, Elementary

MONTHLY		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Classroom Goal/Competition</u> Use Apple Tree template to track class attendance. Fill in one apple each day that all students are present in the class. Once the apple tree is full, reward the students with a class prize or party.	Apple Tree Description/Template
	<u>Classroom Competition</u> Have classrooms compete for best attendance rate each month. Award or recognize the class with the highest attendance rate each month.	ISIS Attendance Classroom Report
	<u>Bulletin Board Recognition</u> Post pictures or names of students /classrooms with 100% attendance, most improved, or 96% and above on a bulletin board to recognize their achievements.	MyData Extract
	<u>Individual Recognition</u> Hold an assembly to acknowledge individual students with perfect attendance for specified month. Present certificate of recognition and/or a certificate to be redeemed at a local eatery.	ISIS Attendance Report Student Certificates
	<u>Individual Award</u> Award students a monthly "Treat With the Principal" for perfect/most improved attendance for that particular month	Treat With the Principal Description ISIS Attendance Incentive Report
WEEKLY		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Classroom Competition</u> Utilize Fish Bowl template to track the class attendance for the week. Each day that all students are present in the class, add/color a fish to the bowl. Once the bowl is full, reward the class.	Fishbowl Description/Template
	<u>Individual Student Recognition</u> Recognize students on a weekly basis utilizing High Five Club. Students who have attended the full five days of the school week receive an award/recognition.	High Five Description/Template
	<u>Individual Student Recognition</u> Provide weekly congratulatory notices/phone calls to parents.	Notification Letter / Blackboard Connect

Attendance Incentive Ideas for Students, Elementary

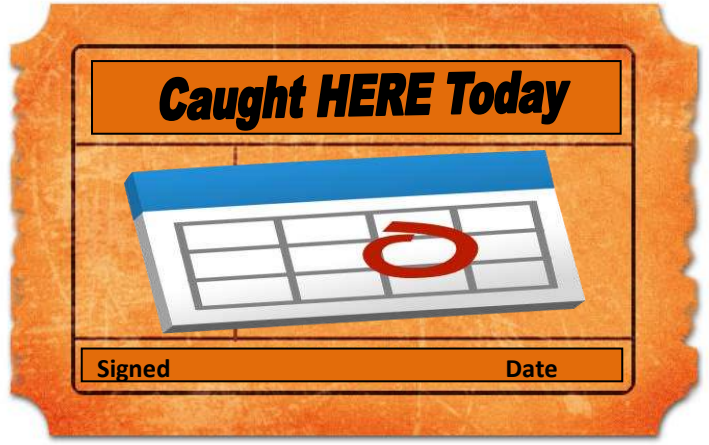
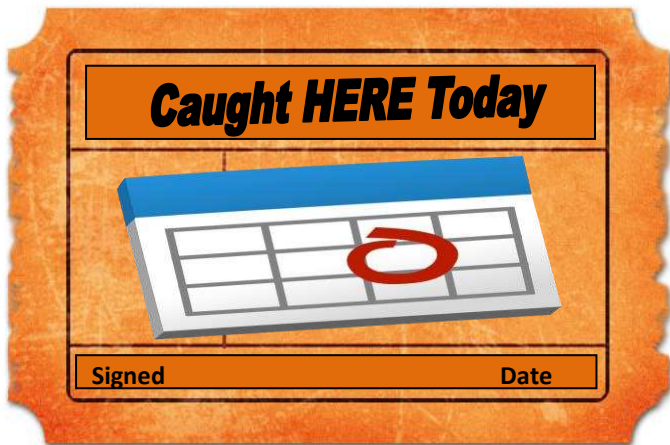
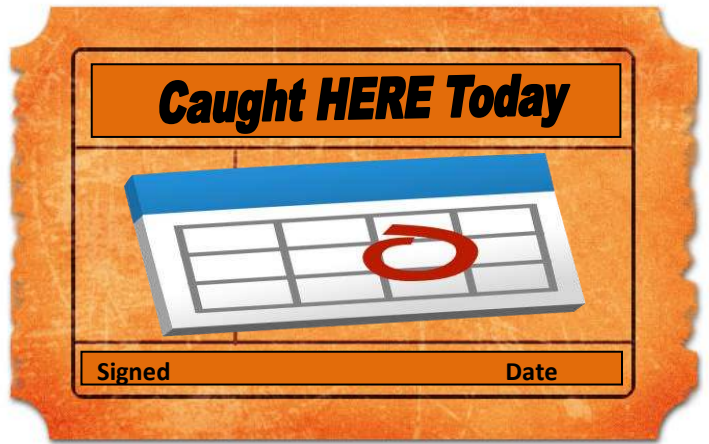
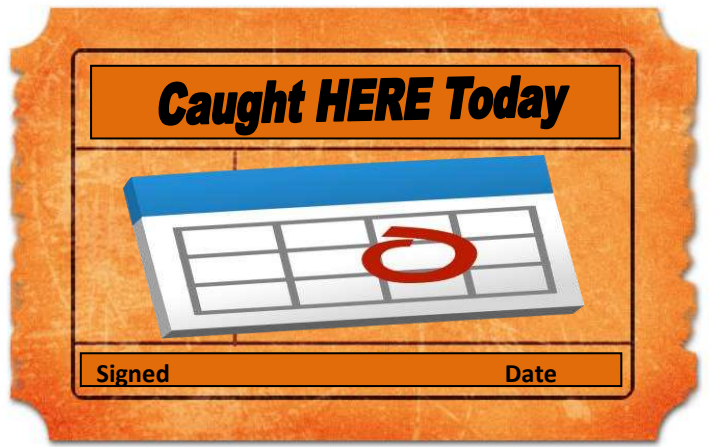
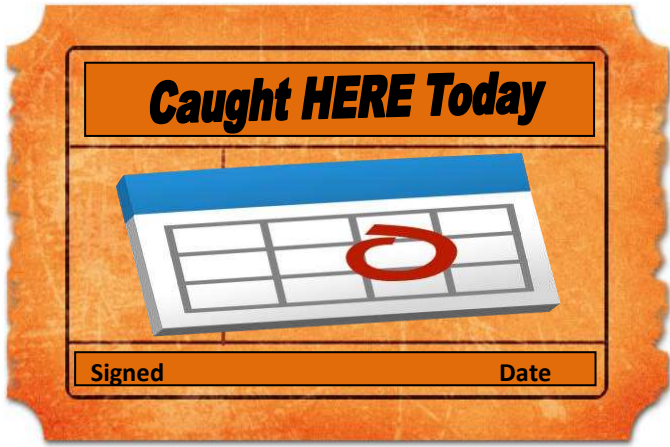
DAILY		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Positive Recognition</u> <ul style="list-style-type: none"> ◆ Teacher/school staff can give daily compliments to students/classrooms. ◆ Principal can announce over the PA the classroom with perfect attendance for that day. 	ISIS Classroom Attendance
	<u>Daily Chance</u> Every day that a student is present, they are entered into a drawing. Each week a name is drawn for a "Homework Pass" or "Lunch Line Pass."	Homework Pass/Lunch Line Pass
	<u>Random Recognition</u> Teacher/Administrator randomly gives tickets to those students recognizing that they were at school and/or on-time.	Caught HERE Today Tickets Template
TARGETED TIME PERIODS		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Targeted Recognition</u> "King/Queen Friday's" to help increase attendance on a specific day. For example, low attendance days tend to fall on Fridays and Mondays.	Refer to King/Queen Friday Incentive Description
	<u>Random Drawing Opportunity</u> Identify low attendance days. On these days, draw names of students that are present for a reward/prize. For example, a school may choose to conduct drawings on Mondays to increase student attendance.	Students are only eligible to participate in the raffle if they are present the day of the drawing. Refer to Monday Raffle Incentive Description
	<u>Holiday / Extended Vacation Incentive</u> Provide rewards or plan special events the day before or returning from vacation.	School Calendar

Attendance Incentive Ideas for Parents and Teachers, Elementary

TARGETED TIME PERIODS		
	Incentives / Recognition	Reports/Tools
PARENTS	<u>Most Improved Recognition</u> Recognize parents for bringing their child to school on-time and/or meeting his/her personal improvement goal.	Certificate/Letter Template
	<u>Personal Recognition</u> Set aside some time each week to make phone calls to parents whose students have improved their attendance.	ISIS Report Extract: Classroom Attendance Totals by Date Range
TEACHERS	<u>Teacher Appreciation</u> Provide teachers with a certificate acknowledging their hard work for having: <ul style="list-style-type: none"> ○ The Highest Attendance Rate in their grade/school ○ The most improved attendance. Utilize donations from local businesses to reward teachers. Post a picture of the classroom(s) with the highest monthly attendance rate.	ISIS Classroom Attendance Percentage Certificates Camera

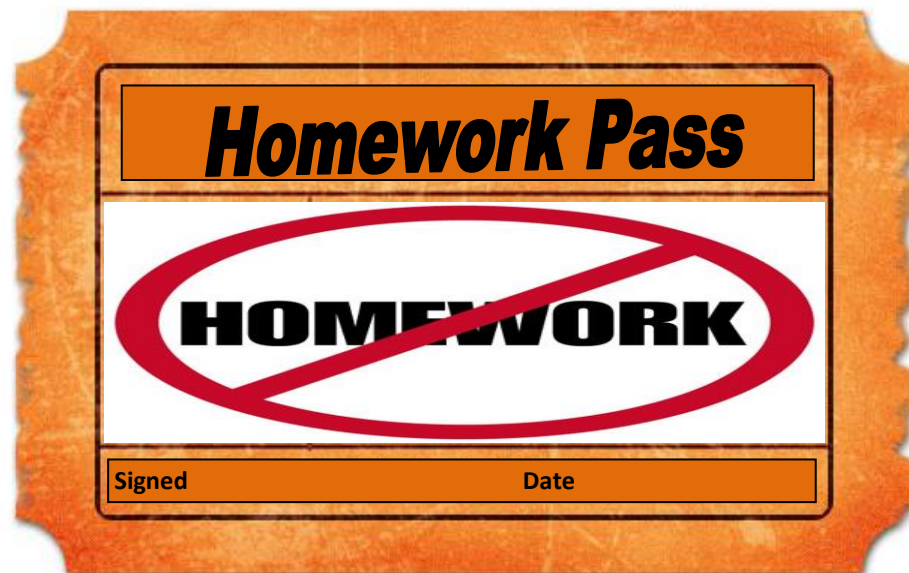
Incentive Samples and Templates

[Click on the image to be taken to the template.](#)



Incentive Samples and Templates

[Click on the image to be taken to the template.](#)



STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Treat with the Principal

TARGET POPULATION: K-5

OBJECTIVE: To improve individual student attendance

SUPPLIES NEEDED:

- Treats (ice cream, cookies & milk, popcorn).
- For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATE COST:

Cost of treats or get local eateries to donate cookies/popcorn. Try asking cafeteria manager for milk

REWARD PERIOD:

Monthly

DESCRIPTION:

Step 1:

Monthly ISIS extract to see who had perfect attendance for that month.

Step 2:

Students with perfect attendance for the month will receive a ticket for admission to have a “treat” with the principal the last 15 minutes of school.

FORMS NEEDED:

None

STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Perfect Attendance Apple Tree

TARGET POPULATION: K-5

OBJECTIVE: To improve classroom attendance

SUPPLIES NEEDED:

- Apple Tree worksheet attachment
- Apple Stickers or you can also color in the Apples
- Mystery prizes for each student in the class
- For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATE COST:

None

REWARD PERIOD: Every 25-days or less (depending on how many apples you put on the tree)

Each day a class has perfect attendance they may place an apple sticker (color in an apple) on their tree. On rainy days the class places two stickers (colors in 2 apples). Once the class has completely filled their tree with all apples, each student will receive their first mystery prize. Repeat the process.

DESCRIPTION:

Step 1:

Revise Perfect Attendance Tree to reflect each teacher, track, and grade. Laminate and if possible blow up poster Size

Step 2:

Distribute Perfect Attendance Tree and the apple stickers to each teacher. Ask the teacher to post the tree in a visible location.

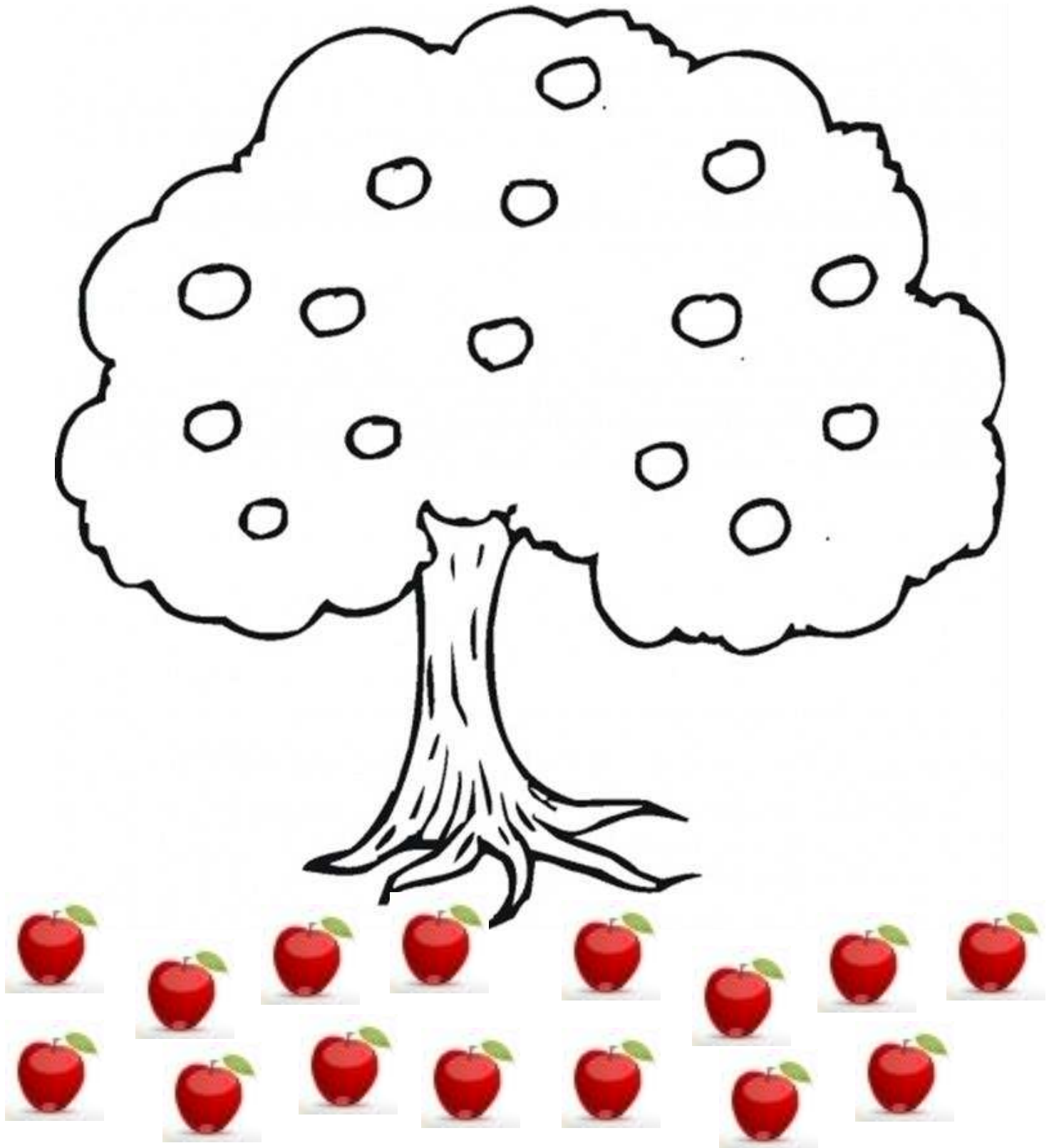
Step 3:

Motivate students by telling them about the great prizes in the morning assembly or during PA announcements.

FORMS NEEDED:

Sample Apple Tree worksheet attachment

The Perfect Attendance Apple Tree



STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Fish Bowl

TARGET POPULATION: K-5

OBJECTIVE: To improve classroom attendance

SUPPLIES NEEDED:

- Fish Bowl worksheet attachment
- You can color in the Fish
- Mystery prizes for each student in the class
- For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATE COST: None

REWARD PERIOD:

Every 5 days of perfect attendance. Each day a class has perfect attendance they may color in a fish in the bowl. On rainy days the class colors in 2 fish. Once the class has completely colored in all the fish in the bowl, each student will receive their first mystery prize. Repeat the process.

DESCRIPTION:

Step 1:

Distribute Perfect Attendance Fish Bowl worksheet to each teacher. Ask the teacher to post the worksheet in a visible location.

Step 2:

Speak to the participating classrooms about the importance of school attendance. Explain that each day that every student is present the class gets closer to the receiving a prize.

Step 3:

Motivate students by telling them about the great prizes in the morning assembly or overhead speaker.

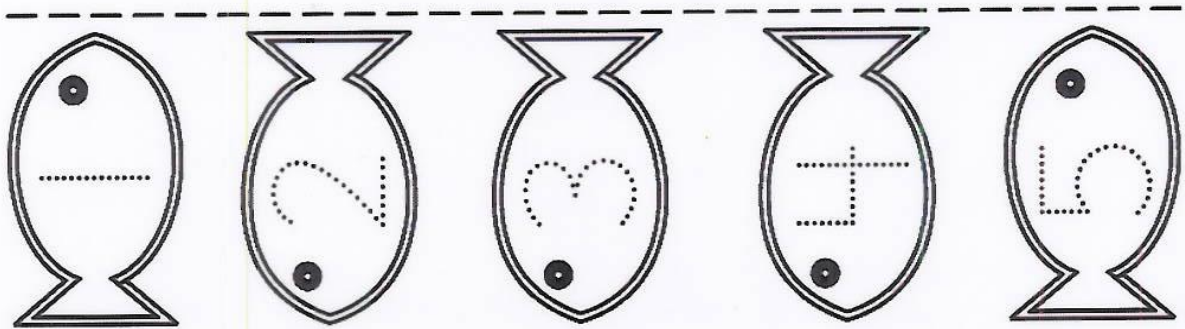
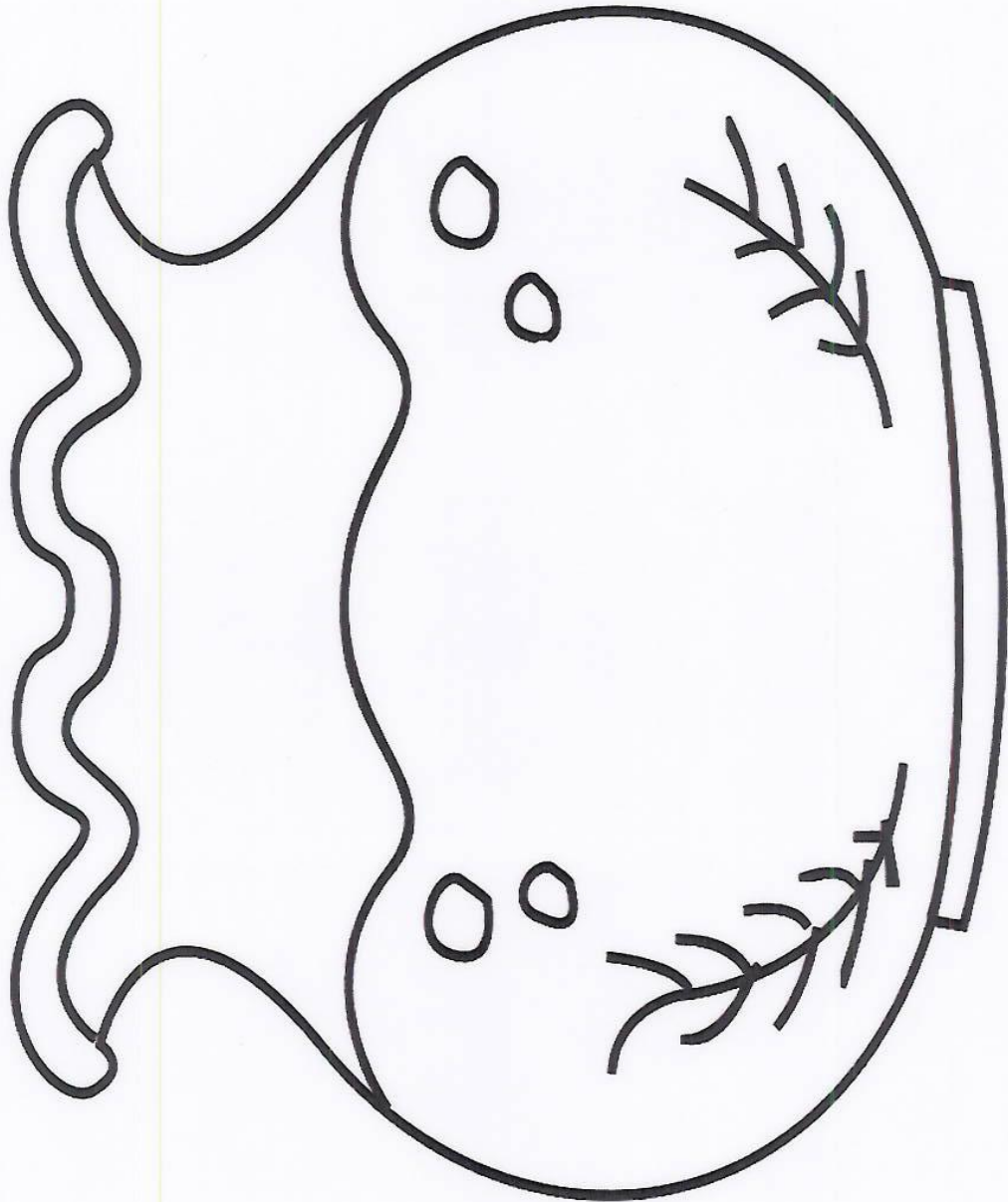
Step 4:

When all 5 fish are in the fish bowl, reward the class with a party or individual prizes.

FORMS NEEDED:

Sample Fish Bowl worksheet attachment

Perfect Attendance Fish Bowl



STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: High 5 Club

TARGET POPULATION: K-5

OBJECTIVE: To improve individual daily/weekly attendance

SUPPLIES NEEDED:

- Badges (4 to 5' in diameter) with High 5 Club Printed on them (See attachment).
- Safety pin to pin the badges on the shirts of the student or use a lanyard made of yarn to hand the badge on the student's neck.
- For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATE COST:

Cost of safety pins or yarn.

REWARD PERIOD:

Weekly. Badges are awarded every Friday for Kindergarten Students with Perfect Attendance all week (5-days).

DESCRIPTION:

Step 1:

Design, create, order or use existing design to print badges

Step 2:

Keep track of Perfect attendance for the Kindergarteners. Run an ISIS extract or determine based on teacher rosters.

Step 3:

Every Friday Hand out Badges to the students with perfect attendance that week.

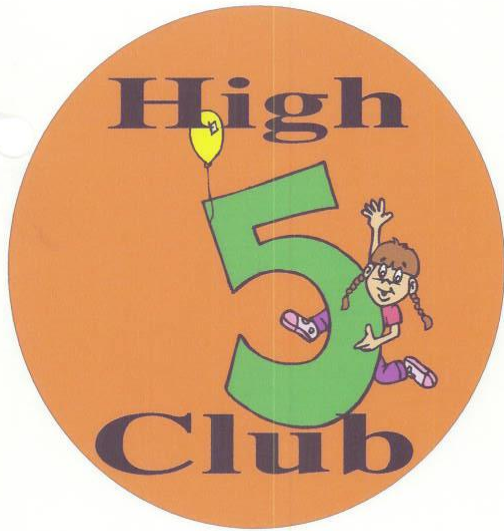
Step 4:

Teachers are encouraged to give high fives to those students wearing the badges as a way of congratulating their attendance success.

FORMS NEEDED:

High 5 Club Badges attachment

High Five Club Sample Badges



STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: King/Queen Fridays

TARGET POPULATION: K-5

OBJECTIVE: To improve individual/classroom attendance for a specific day (in this case Fridays)

SUPPLIES NEEDED:

- Foam Sheet Crowns
- Stickers
- Yarn
- For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATE COST:

\$1.00 for 24 Crowns

\$1.00 for 1 book of 200 stickers

REWARD PERIOD:

Every Friday that students are present they wear their crown in the form of a necklace. Each Friday that they are present in school, they earn a sticker to be placed on their crown.

DESCRIPTION:

Step 1:

Hand out crown necklaces to all students who are present on Friday.

Step 2:

Reward each student with a sticker to place on their crown each Friday.

Step 3:

Beam with joy every Friday that you are named King &/or Queen for attending school.

FORMS NEEDED:

None

STUDENT ATTENDANCE INCENTIVE PROGRAM, ELEMENTARY

NAME/TITLE: Weekly Monday Morning Attendance Assembly

TARGET POPULATION: K-5

OBJECTIVE: To improve weekly attendance as well as attendance on Mondays

SUPPLIES NEEDED:

- A bowl
- Drawing/raffle tickets
- (2) 99¢ prizes each week
- For Free or Inexpensive Rewards refer to the Reward Ideas PDF

APPROXIMATE COST:

\$2.00/week

REWARD PERIOD:

Every Monday the names of every Kindergarten Student who was present in school from (Monday – Friday) the week prior to the drawing date (Monday), is entered into a bowl. Two students are selected for having perfect attendance, and they win a prize.

DESCRIPTION:

Step 1:

On the Friday prior to the drawing, all teachers will place the tickets of those students who were present all week in an envelope.

Step 2:

All teachers will place their drawing tickets in the bowl for the drawing.

Step 4:

The Attendance Mantra is sung before the drawing begins.

Step 5:

Two student's names are selected from the bowl, and they are awarded a prize.

FORMS NEEDED:

None

Attendance Incentive Ideas, Secondary

MONTHLY		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Classroom Competitions</u> <ul style="list-style-type: none"> • Traveling Trophy to class with highest attendance % • Ice Cream Party, Popcorn Party, Pizza Party, or Nachos, class with highest attendance. 	AT24 Monthly Report Traveling Trophy Instructions Ice Cream Party Instructions
	<u>Bulletin Board</u> Picture displayed to recognize students with Perfect Attendance for the entire month.	The Great Race Instructions
	<u>VIP Invites</u> Provide students a VIP ticket for access to VIP seating area for a school event, assembly, concert, etc.	Tickets
	<u>Assembly</u> Acknowledge students with Perfect Attendance/Most Improved Attendance during an assembly.	Certificate
	<u>Publicized Announcements</u> <p>VII. Acknowledge students or classes with Proficient/Advanced Attendance in school newsletter.</p> <p>VIII. Announce names of students with Perfect Attendance over the PA.</p>	AT24 Report Monthly Newsletter
	<u>Attendance Awareness Month</u> Promote attendance through weekly themes such as: Pajama Day, Twin Day, Sports Day, School Spirit Day, Backwards Day, etc.	Pajama Day Flyer
WEEKLY		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Student Recognition:</u> <p>IX. Individual student recognition</p> <p>X. Provide classrooms with small certificates for students with perfect weekly attendance. Names to be read out loud.</p> <p>XI. Raffles (School functions, games, prizes)</p> <p>XII. Weekly phone calls made to parents, Congratulations/Keep it up notices sent home.</p>	AT24 Weekly report BlackBoard Connect
	<u>Mentor Program</u> <p>XIII. Administrator, teacher, counselors, office staff, etc. paired up with a student to help them move up in bands.</p> <p>Weekly check-ins,</p>	Spend time with favorite staff member
	First In Line Pass	Weekly pass drawing

Attendance Incentive Ideas, Secondary

DAILY		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Positive Comments/ Compliments for Attending Class</u>	Teacher/School Staff can give daily compliments to students Administrators can announce classrooms, SLCs, or Homerooms with PA for the day.
	<u>PA Announcement of attendance drawing</u>	Students are awarded a ticket for each day of attendance
	<u>Each day of PA earns you "bucks", "coupons".</u>	Issue daily, collect weekly/monthly for prizes
TARGETED TIME PERIODS		
Incentives / Recognition		Reports/Tools
STUDENTS	<u>Extra Points/Double Incentives</u>	AT24 Weekly Attendance (M/F)
	<u>25th, 100th, 175th day of School Celebrations</u>	
	<u>CST Random Drawing Opportunity</u>	Promote attendance during CST
	<u>Holiday / Extended Vacation Incentive</u> Provide rewards or plan special events the day before or after returning from vacation.	School Calendar
PARENTS	<u>Attendance Assembly</u> Recognize parents with a certificate acknowledging their hard work & effort for Proficient & Advanced attending students.	MyData Certificate
	<u>Personal Recognition</u> Make BlackBoard Connect calls directed to parents for their role in students attending at Proficient and Advanced attendance rate.	MyData SIS extract BlackBoard Connect
TEACHERS	<u>Teacher Appreciation</u> Provide teachers with a certificate acknowledging their hard work for having: <ul style="list-style-type: none"> • The Highest Attendance Rate in their grade/school • The most improved attendance 	AT24 Monthly Attendance Certificates
	Utilize donations from local businesses to reward teachers.	Incentives
	<u>Bulletin Board Recognition</u> Post a picture of the classroom(s) with the highest monthly attendance rate.	AT24 Monthly Attendance Camera

Student Attendance Incentive Program, Secondary

NAME/TITLE: The Great Attendance Race

TARGET POPULATION: Secondary

SUPPLIES NEEDED:

- An enclosed display case in a highly visible location, such as main hallway, or school entrance
- Black Butcher Paper to draw “Race Track”,
- Yellow Tempera Paint & paint brush to divide tracks (one per class)
- Different color “Car cut-outs” (one per class)
- Fast Food meal coupons (McDonald’s, In-N-Out, Carl’s Jr. etc.) to be given to the winning classes (amount depends on # of students per classroom).

APPROXIMATE COST:

Meal vouchers can be requested as donations from local eateries or businesses in the community after AIC Counselor writes request letters at the beginning of the school year.

REWARD PERIOD:

Attendance reports can be run at the beginning of each month for the month prior.

DESCRIPTION:

The display case shows: a) the race cars that represent each grade 9 homeroom/designated class and where their respective class attendance is on the race course that month. The “race track” is marked with signs that say “94%, 95%, 96%” etc. Generate an **AT24 by school month by Homeroom in SIS**. Position each car after the attendance has been calculated for the month. This case is near the Main Office, so it’s highly visible to students and visitors. The winning class will receive a meal coupon for a fast food restaurant in the community.

FORMS NEEDED:

A description of the attendance incentive program and the goals for the students should be sent home to parents at the beginning of the school year.

Student Attendance Incentive Program, Secondary

NAME/TITLE: Ice-Cream Party

TARGET POPULATION: Secondary

SUPPLIES NEEDED:

- Ice-Cream
- Individual Student Advanced or Proficient Certificates

APPROXIMATE COST:

Ice-Cream can be purchased from Student Body funds, donated by a local business, or purchased with a donated gift card from a local market (after AIC Counselor writes request letters at the beginning of the school year).

REWARD PERIOD:

The homeroom/SLC with the best attendance will receive an Ice-Cream party. Certificates will be issued to individual students reaching the goal of 96% or better attendance.

DESCRIPTION:

Make a memorandum with details of the Ice-Cream Party Incentive for all homeroom teachers/SLCs. Display boards advertising the Party in the school hallways, or area with high 9th grade traffic. Generate an **AT24 by school month by Homeroom in SIS**. Announce the winners on the PA system. Have the school principal or administrator read the results. Award the class by awarding individual students with Advanced/Proficient Attendance certificates and bringing them Ice-Cream to their class.

FORMS NEEDED:

A description of the attendance program and the goals for the students (send home to parents at the beginning of the school year), program introduction letter to teachers, letters to businesses for donations, and posters to be placed in hallways.

Ice-Cream can be substituted with Popcorn, Nachos, or Pizza.

Student Attendance Incentive, Secondary

NAME/TITLE: Traveling Trophy

TARGET POPULATION: Secondary

SUPPLIES NEEDED:

- Trophies, # depends on the amount of classrooms competing, marked “Best Practices” and “Most Improved Attendance” (approx. 4-6)
- Fast food meal coupons (McDonalds, In-N-Out, Carl’s Jr., etc.) to be given to the winning classes (# depends on the # of students per winning classroom).

APPROXIMATE COST:

Trophies can be purchased from Student Body funds, donated by a local business, or purchased with a donation.

REWARD PERIOD:

The Homeroom/SLC with the best attendance will receive a Trophy. Certificates will be issued to students in that class room.

DESCRIPTION:

Make a memorandum with details of the Traveling Trophy incentive for all homeroom teachers/SLCs. Display boards advertising the incentive in the school hallways, or area with high 9th grade traffic. Generate an **AT24 by school month by Homeroom in SIS**. Announce the winners on the PA system. Ask the school principal or administrator to read the results.

FORMS NEEDED:

A description of the attendance program and the goals for the students, teachers and office staff. Flyers or posters to advertise the incentives.

Traveling Trophy P.A. Announcement Script:

Good morning [High School]. This is your [title & name]. I would like to congratulate all of the students who have perfect attendance for the month of _____. If you have perfect attendance for the month of _____, expect your certificate in the mail!

Also, on behalf of the attendance office staff, we would like to congratulate the following Homeroom/SLC classes for having the highest attendance for the month of _____.

Grade 9

In Third place we have _____ class with _____%.

In Second place we have _____ class with _____%.

And In First Place we have _____%. _____ please send a student to pick up your trophy, which you will keep until the end of the month. Congratulations once again!

CST Attendance Campaign Materials Flyer

[Click here to be taken to this flyer template.](#)

CST WEEK is Back!

REMEMBER <<SCHOOL MASCOT>> ARE:

Sleep at least 7-8 hrs. a night

Make sure you eat breakfast

Attend every day & on time

Remember to always do your best

Think positively

**(SCHOOL MASCOT)
ROCK THE CST!!!!**


Created by: Attendance Team

CST Attendance Campaign Materials Flyer

[Click here to be taken to this flyer template.](#)

ROCK

3/20 3/21 3/22 3/23

THE 

CST

3/27 3/28 3/29

Teacher _____ Room _____

Teachers please post somewhere visible! Shade in the letter if you had perfect attendance that day. If your class had perfect attendance all seven days, turn in this poster on (DATE) in (AIC'S NAME) box in the Main Office. Your class will be entered in a raffle to win a pizza party. GOOD LUCK!

CST Attendance Campaign Materials Flyer

[Click here to be taken to this flyer template.](#)

MARCH CST ATTENDANCE AWARENESS MONTH RAFFLE

FOR THE MONTH OF MARCH MAKE SURE TO:

- **WEAR (SELECT A COLOR) ON (SELECT A DAY OF THE WEEK)S**
- **IMPROVE/MAINTAIN GOOD ATTENDANCE**
- **HAVE PERFECT ATTENDANCE FROM (ENTER DATES)**



WIN PRIZES LIKE:

- **SELECT AN INCENTIVE**
- **CLASS ROOM PIZZA PARTY**
- **SHAKEY'S PIZZA**
- **GOLF N STUFF**

SPARTANS ROCK THE CST!!!!

Sample Lunch Line Pass

[Click on the image to be taken to the template.](#)



Sample Parent Postcard

[Click on the image to be taken to the template.](#)


Burbank Blvd. Elementary School	PLEASE PLACE STAMP HERE
To the Parents/Guardian of: John Doe	



Appreciation/Recognition Certificate templates

[Click on the image to be taken to the template.](#)

Student, Parent, Staff

Certificate of Appreciation		
This certificate is awarded to the <i>parents</i> of:		
David Aguilar		
In recognition for your child having Perfect Attendance for month 6: February 13-March 9		
Burbank Blvd. Elementary School		
<i>Mrs. Pena</i>		04/26/12
Principal		Date
<i>Mrs. McGee</i>		04/26/12
Attendance Improvement Counselor		Date

Meeting Attendance

Certificate of Appreciation		
This certificate is awarded to		
<i>Parent/ Guardian in Attendance to the 9th Grade Meeting</i>		
In recognition of outstanding attendance		
<i>Eric Burns, Attendance and Improvement Counselor</i>		Date
Eric Burns, Attendance and Improvement Counselor		Date
<i>Jenny Liu, Diploma Project Counselor</i>		Date
Jenny Liu, Diploma Project Counselor		Date

Pajama Day Attendance Incentive Flyer

[Click on the image to be taken to the template.](#)

RISE AND SHINE.

COME TO SCHOOL IN YOUR PAJAMAS
TO CELEBRATE THE 150TH DAY OF
SCHOOL.

Who: Students

What: Wear your pajamas to school

When: (Date)

Why: To Celebrate 150 days of instruction

**DON'T MISS OUT. COME TO
SCHOOL ON TIME EVERYDAY!**



LEVÁNTATE Y VEN A LA ESCUELA EN TUS
PIJAMAS PARA CELEBRAR EL 150 DÍA DE
INSTRUCCIÓN.

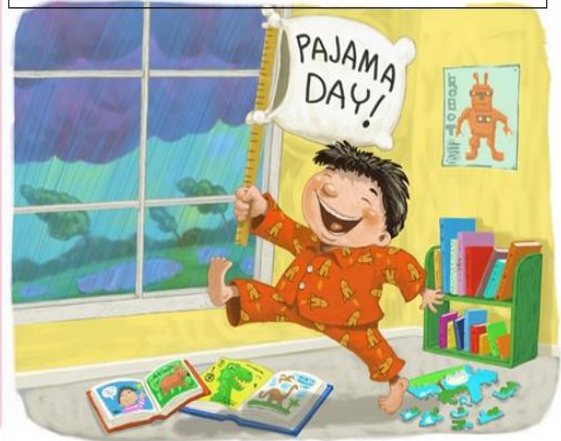
Quien? Estudiantes

Que? Venir vestidos en tu pijamas

Cuando? (Fecha)

Por que? Para celebrar el 150 día de instrucción

**NO PIERDAS NINGÚN DÍA. VEN A
LA ESCUELA TODOS LOS DÍAS A
TIEMPO!**



Frequently Used Attendance Terms

Average Daily Attendance: The average daily attendance (ADA) is a statistic representing total number of days of attendance for all students divided by the total number of school days in a given period. ADA reports are submitted to the state and are used to determine funding for schools.

ADA Revenue Per Student: The ADA Revenue Per Student is a state-determined dollar amount allocated to public schools. This rate can fluctuate each year.

ADA Revenue Loss (MyData): The ADA revenue loss is an estimation of the dollar amount lost due to student absenteeism. An estimated daily rate, which fluctuates annually based on the ADA rate set by the State of California, is derived by multiply the estimated daily rate (\$31.33/day, for example) by all full day student absences as reflected in ISIS. To view your school's estimated revenue loss and estimated daily ADA rate information [log in to MyData](#).

Attendance and Dropout Prevention Plan: The Attendance and Dropout Prevention (ADP) Plan is a written attendance plan devised by each school's designated Attendance and Dropout Prevention Team, for the purposes of communicating and meeting their school's student attendance goals and to meet the District mandates.

Attendance and Dropout Prevention Team: The ADP Team is a team of designated school staff at each school that meets regularly to write the ADP Plan, and ensures that the plan, objectives and programs are being monitored and modified as needed, in order to meet the school/district's attendance goals. Persons that should be included may include, but is not limited to, the following: *Principal/ Assistant Principal, Pupil Services and Attendance Counselor (PSA), Attendance Improvement Counselor (AIC), School Psychologist, Academic counselors, Dean, School Nurse, Diploma Project Counselors (DPC), Campus aides, Teachers, Attendance office/Records clerks, Parents/guardians, Students, Campus police and/or school safety personnel.*

Attendance Improvement Program: The Attendance Improvement Program (AIP) is a program that was launched during the 2011-12 school year, with a mission to improve attendance by providing focused support to students in Kindergarten and Grade 9. The AIP goal from one year to the next is to achieve a 5% increase in the percentage of students attending at 96% or higher in the targeted grade level.

Attendance Improvement Counselor: The Attendance Improvement Counselor is a Pupil Services and Attendance (PSA) counselor in a specialized program called the Attendance Improvement Program.

Chronic Absence: In the Los Angeles Unified School District, chronic absence is defined as an attendance rate of 91% or less. Chronic Absence is associated with the two lowest attendance performance levels: below basic attendance and far below basic attendance. Through various research findings, chronic absence has been linked to lower levels of student achievement. To receive more information on these studies, [click here](#).

Cumulative Attendance rate: The cumulative attendance rate is a statistic that depicts the most current attendance rate, accounting for attendance from the beginning of a given school year. It is different from the monthly attendance rate in that it does not capture an individual month's attendance rate.

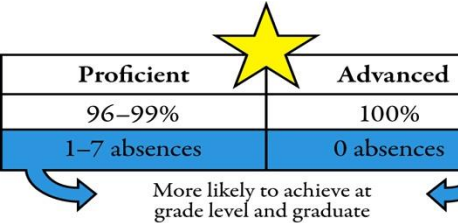
Monthly Attendance rate: The monthly attendance rate is a statistic that depicts the attendance rate for the specific month. It is different from cumulative attendance rate in that it does not incorporate the attendance rate from other months.

Performance Meter: The performance meter is a scorecard to measure and guide the performance of our district through indicators that center on the District's five goals: 100% Graduation, Proficiency for All, 100% Attendance, Parent and Community Engagement, and School Safety.

Pupil Services and Attendance (PSA) Counselor: [Click here](#) for job description.

Student Attendance Performance Levels: The student attendance performance levels (aligned to the five student achievement performance levels) were created in order to establish a strategic method in tracking attendance data. See illustration below for performance meter goals and the definition for the five attendance performance levels.

Far Below Basic	Below Basic	Basic	Proficient	Advanced
less than 87%	87–91%	92–95%	96–99%	100%
25 or more absences	15–24 absences	8–14 absences	1–7 absences	0 absences



 More likely to achieve at grade level and graduate

- Advanced Attendance:** Students who achieve advanced attendance maintain an attendance rate of 100% cumulative from the first day of school, with zero absences.
- Proficient Attendance:** Students with proficient attendance maintain an attendance rate of 96-99% cumulative from the first day of school and are meeting the superintendent’s district-wide goal.
- Basic Attendance:** Students with basic attendance have an attendance rate of 92-95% cumulative from the first day of school.
- Below Basic Attendance:** Students with below basic attendance have an attendance rate of 87-91% cumulative from the first day of school. (Also, see definition for Chronic Absence)
- Far Below Basic Attendance:** Students with far below basic attendance have an attendance rate below 87% cumulative from the first day of school. (Also, see definition for Chronic Absence)

List of Hyperlinked Toolkit Documents and Templates

Document Title (click to access the document template)	File Type
1. Attendance Improvement Counselor Job Description	pdf
2. Instructional Day Planning 2013-14	MS Excel
3. Weekly and Monthly Classroom Attendance Worksheet (Secondary)	MS Excel
4. Daily Absence Tracking Worksheet	MS Excel
5. Introduction/Policy Letter (English/Spanish)	MS Word
6. Attendance Notification Letter (English/Spanish)	MS Word
7. Excessive Absence Letter (English/Spanish)	MS Word
8. Extended Vacation Letter (English/Spanish)	MS Word
9. Data Sharing Memo Template	MS Word
10. Attendance Newsletter Template	MS Word
11. Caught Here Today Incentive tickets	MS Word
12. Lunch Line/Homework pass	MS Word
13. CST Campaign Flier (1)	MS Word
14. CST Campaign Flier (2)	MS Word
15. CST Opportunity Drawing/Awareness	MS Word
16. Classroom First in Lunch line pass	MS Publisher
17. Attendance Awareness Parent Postcard template	MS Publisher
18. Recognition Certificate (1)	MS Publisher
19. Recognition Certificate (2)	MS Publisher
20. Pajama Day Flier	MS Word
21. Reward Ideas	pdf
22. School Community Resource Guide	MS Word