

RE-ENTRY ATTENDANCE STARTING STRONG CHECKLIST

Before the School Year Begins	
	Create welcome materials (newsletters, surveys, etc.) to offer students during virtual home visits and online via google classroom, or other platform (Seesaw, Remind, Classroom Dojo).
	Make sure students are familiar and comfortable with navigating the online platforms.
	Connect with District Attendance staff to schedule an attendance presentation and/or coaching session for school staff and families and provide access to resources and tools.
	Contact families who have not registered and encourage them to enroll. School staff welcome all families through virtual home visits.
	Create a plan whereby teachers commit to, and document, frequent outreach to students/families that ensures students are engaging in instruction. Identify preferred methods of communication for each family.
	Ensure that the Attendance Clerk is trained in Synergy and understands expectations around entering registration and absences timely.
	During teacher professional development, communicate expectations regarding taking and entering attendance, as well as outreach and intervention activities.
	Identify remote learning thresholds for monitoring student contacts, and who will follow up with outreach.
First Weeks of School	
	Explain to each student and family the importance of connecting with the school daily, as it pertains to safety and academic success. Provide guidance to families for communicating non-engagement and how to access school or community resources. Discuss a plan for ongoing communication.
	Incorporate resources for all student groups, such as refugee, immigrant, LGBTQ, and homeless families, etc. into all virtual school activities. This may include, but is not limited to, providing adequate interpretation supports and "Immigrant Rights in Schools."
	Engage students and families, with a history of chronic absenteeism, in conversations geared to identifying barriers to regular attendance.
	Principal sends a customized message via SchoolMessenger welcoming all families to the new school year and setting engagement/attendance expectations. Principal reviews the School Messenger report (which is automatically emailed to the SM administrator) to check for inactive phone numbers and a plan is developed to update erroneous contact information in Synergy.
	The school convenes an Attendance Team that meets at least two times per month. The team looks at last school year's attendance data to identify individual students in need of outreach, demographic and attendance trends, etc.

THE ATTENDANCE SUPPORTS UNIT IS HERE TO HELP YOU WITH YOUR PLANNING AND IMPLEMENTATION NEEDS.

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