

Attendance Investigation Procedures

1. Preventative Steps

- Run and review a RCUA (cumulative absence report) regularly—you can prevent 407s.
- Develop strong professional relationship with guidance counselor(s) and seek information about student attendance proactively.
- Use Phone Master to target cutters and absences early.

2. Initial Steps

Is the student attending or known to be discharged/excused absence?

- Check ATS for duplicate OSIS.
- Check/talk to siblings in the building/sending school.
- Check with nurse/nurse from sending school for known health issues.
- Talk with dean or others about possible suspensions.
- Check ILOG for input by other staff.

Is this an unusual absence?

- Review attendance rates from previous years.
- Talk with counselors and classroom teacher/cumulative record:
 - Home issues they are aware of.
 - Friends of student who might know more.
 - Past attendance patterns.
- Confirm/acknowledge child's age (multi-year holdover? 17 years old?).

Gather home contact information from a variety of sources.

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| • Blue card | • ATS records for students | • Classroom teacher |
| • Lunch card | with same parent | • All from your school |
| • ATS | • Nurse | and from the sending |
| • Internet search – reverse | • Counselor/Cumulative | school |
| lookup and specific | records | |
| names | • IEP teacher or ISS/TLC | |

3. Develop a theory and plan investigation accordingly.

Use professional judgment in looking at attendance history. Is this absence possibly. . .

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| • UPK list notice—never registered. | • Planning interview. |
| • Code 12 discharge. | • Educational neglect report. |
| • Discharged to another school. | • Will/can return to school. |
| • 504/home instruction. | • |

4. Prepare a file for each investigation to record attempts at outreach and organize documents.

A paper file folder should be kept of every 407 (they are all numbered sequentially). Make separate folders for some key students, ones with frequent attendance issues.

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5. Contact home and do other outreach, as appropriate for your theory.

- Call all home and work numbers. Carefully record attempts and wrong numbers. Try working numbers at different times of the day.
- For possible ed neglect, begin sending certified/return receipt letters to home requesting parent interview.
- Use ATS to identify students in the school who live in the same building or neighborhood—interview them.
- Contact the building superintendent, landlord, and/or management office.
- Send postal tracers for new address.

6. Maintain good follow-up practices.

- Whenever a parent calls in (or comes in) whether due to 407 or just calling in to check attendance, get numbers and addresses. Give to correct person to input into computer system.
- When letters home are returned, try to pull student out of class or send note to class asking for verification.
- In mid-June, send a note to all classroom teachers asking them to ask students who might not be returning in September. Investigate as much as possible and keep a file.
- In late September/early October run list of children with 50% attendance. Send general memo to all classroom teachers asking for info.
- In high schools, use CAAS system to signal when a student with an open 407 returns to school. Work with guidance office and school administrators to ensure students returning from a long absence has some transition/counseling.

SUMMARY

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2. Initial Steps

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Is this an unusual absence?

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3. Develop a theory and plan investigation accordingly.

4. Prepare a file for each investigation.

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