

The image features three stylized pens in shades of grey and brown, arranged diagonally across a light green circular background. The pens are positioned as if they are about to write. The text is centered over this graphic.

School Attendance Plan 2006 - 2007

Introduction

It is universally accepted that regular school attendance is the foundation upon which successful educational and social development are based.

An effective attendance program should begin with a plan which delineates the philosophy, practice and procedures to be implemented in maintaining excellence in attendance. Attendance must be viewed as one component of an integrated school effort to address student needs through the coordination of educational and support services that will ensure high academic standards. It is imperative that schools develop a school-wide approach to identify and address the factors that inhibit regular school attendance. An integral component of this process is to coordinate the services of attendance teachers, guidance counselors, school psychologists, AIDP staff and other members of the school community in programs to support and retain students.

The School Attendance Plan is to reflect the manner in which the school will meet the standards of attendance as set forth in Chancellor's Regulations and State Law. The plan should express a philosophy and conceptual guidelines upon which the school will create an environment that fosters and encourages excellence in attendance. Schools are expected to develop approaches that will actively engage students and their parents in the school community and ultimately support regular attendance and high achievement.

The plan should also encompass a methodology for implementing the Planning Interview process for students leaving school prior to achieving a high school diploma. Students in this category must be provided with appropriate counseling that includes information about their educational options and informs them of their right to return to school until the age of 21.

Every school must designate an attendance coordinator, who is a pedagogue, to oversee the implementation of the attendance program. It is recommended that high schools assign a full-time attendance coordinator and that middle and elementary schools provide the services of an attendance coordinator for at least one (1) period per day. Schools are also required to assign an assistant principal to be responsible for all discharges implemented by the school. Schools must also ensure that adequate staff are designated to implement an effective attendance program.

The specific components that must be addressed in the School Attendance Plan follow:

All school attendance programs must include:

- a system whereby parents are contacted by the first day of a student's absence. Records of these contacts are to be kept at the school. It is recommended that schools utilize automated mailing and telephone calling systems to supplement contacts to parents of absent students.
- a process for referring unresolved absences to the attendance teacher on Form 407;
- a system for the collection, review and filing of all 407 forms;
- a process whereby October 31st is targeted as the final day for the clearance of registers;
- a system to ensure that discharges are processed immediately upon verification of appropriate information. All discharge documentation must be kept on file at the school;
- a system to ensure that admissions are conducted in accordance with Chancellor's Regulations;
- a process to establish and maintain a School Attendance Committee that meets at regular intervals;
- a procedure to ensure that student lateness is appropriately noted and recorded. It is the responsibility of each school to implement a lateness program. A lateness program should include:
 - a plan to identify and track the names of all students who arrive late;
 - procedures to ensure that the appropriate changes are made to reflect accurate attendance for the day (absences changed to lateness);
 - a plan to review patterns of lateness in order to develop methodologies to address the resolution of issues causing students to be late.
- a process to address time periods when attendance rates traditionally show a decline. Each year school attendance rates decline during the months of December and January, increase again from February through May and finally drop to their lowest point during June. Schools must make every effort to improve attendance during these time periods. The following guidelines are provided to assist schools in the improvement of attendance during these challenging periods.
 - graduation ceremonies should, whenever possible, be conducted within the last three school days of the year.
 - parents should be provided with information concerning the school calendar and the attendance requirements for each month.
 - school staff should encourage and support regular student attendance through the end of June.
 - creative program planning should be utilized in order to facilitate regular attendance. Activities such as field trips, competitions, games, movies and sporting events are suggested to support regular attendance during the last few days of the school year.

It is the responsibility of the attendance coordinator to ensure that the school attendance program is effectively implemented.

1. The attached on-line School Attendance Plan should be completed by schools and submitted to the LIS and LORA DECREE Attendance Director: **Jeanie Jee**, 400 First Avenue, New York, NY 10010, Voice: 212-802-1636 and Fax: 212-802-1686. jjee@schools.nyc.gov.



NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF YOUTH DEVELOPMENT AND SCHOOL-COMMUNITY SERVICES
OFFICE OF ATTENDANCE

2006-2007 SCHOOL ATTENDANCE PLAN

CLICK ON THE GRAY BOXES BELOW TO COMPLETE EACH SECTION

Region: _____
DBN # _____

Date: _____

Name of School: _____

Name of Principal: _____

Address of
School: _____

Telephone # _____
Fax #: _____

Please provide your school's percentage of attendance for the 2005-2006 school year.

Please provide the percentage of attendance that has been set as a goal for your school to achieve in the 2006-2007 school year.

Complete each section below with information that describes the goals, processes and procedures that will be implemented in your school to improve attendance during the 2006-2007 school year.

SECTION I - BRIEF MISSION STATEMENT

Each School Attendance Plan must express a philosophy or mission which includes overall goals and objectives pertaining to the improvement of attendance.

1. Indicate the specific goals that your school would like to achieve in relation to the improvement of attendance for the 2006-2007 school year.

SECTION II - DAILY ATTENDANCE RECORDING PROCEDURES

Describe the specific procedures followed by your school in recording daily attendance.

- 1. Describe the overall process for attendance taking including the manner in which attendance sheets are distributed, collected and scanned.**

- 2. Indicate the time of day or period when official attendance is taken.**

- 3. Describe the process whereby information such as attendance reason codes and 407 status are entered and updated in the ATS system.**

- 4. Describe the manner in which the reasons for absences are collected and the process whereby reason codes are entered into the system.**

- 5. Provide the name and title of the person in the school who is responsible for processing student admissions, discharges and the entry of reason codes into the ATS system.**

- 6. Describe the manner in which the school attendance program is coordinated and supervised and who (please provide name and title) in the school is responsible for daily implementation and review of the program.**

- 7. Describe the system for the filing and maintenance of attendance documents such as 407s, absence notes, ATS scan sheets and change forms, etc.**

- 8. Describe the back-up procedures that are in place for attendance recording when the system is down.**

SECTION III - FOLLOW-UP PROGRAM FOR ABSENTEE STUDENTS

Chancellor's Regulations require that on the first day of absence the school must telephone the home, and by the second day of absence a postcard or letter must be sent to the students' homes. The school plan should describe the procedure for making daily telephone calls and for sending letters to the home.

- 1. Identify the staff person(s) at the school responsible for attendance follow-up (please include their name and title).**

- 2. Describe the school outreach process beginning with the first day of absence.**

- 3. Identify the manner in which outreach efforts are documented and maintained.**

- 4. Describe the procedure for the collection and storage of absence notes from parents.**

- 5. Code 12 Discharge: Describe the new online approval process**

SECTION IV - LATENESS AND IN-SCHOOL TRUANCY

Each school must have a system for the identification and recording of lateness. There must be procedures in place to ensure that the appropriate changes are made to reflect accurate attendance for students who arrive to school late (absences changed to lateness). Schools with departmentalized classes must also have a program for addressing class cutting and should describe in this section the manner in which students who miss classes are identified and approaches utilized to resolve this issue.

- 1. Describe the procedures that are in place to ensure that the appropriate changes are made to reflect accurate attendance for students who arrive to school late (how are absences changed to lateness?).**

- 2. Describe in this section the manner in which students who miss classes are identified and the approaches being utilized by the school to address the issue of class cutting.**

SECTION V - FORM 407 TRACKING SYSTEM

Each school must have a procedure in place for the follow-up and resolution of Form 407 Attendance Referrals. Outreach efforts undertaken by school staff are to be documented on, or attached to, the Form 407. If the school cannot resolve the 407, it is referred to the attendance teacher for further investigation. The School Attendance Plan must delineate the specific steps that are followed to address the resolution of 407 cases.

- 1. Describe and delineate the specific steps that are followed to address the resolution of 407 cases including the manner in which school outreach efforts are documented.**

- 2. Provide the name and title of the staff person responsible for organizing and implementing follow-up for 407 cases.**

- 3. Provide the name and title of the staff person who enters Comment and Resolution Codes for 407's into the system and who manually issues Form 407's when necessary.**

- 4. What procedures are in place for the review of 407 cases? Who (please provide their name and title) approves and signs the 407's that are closed at the school level?**

- 5. How are outreach efforts among support staff coordinated?**

- 7. Where are the completed 407 forms filed?**

- 8. ATS Printer identification #: Identify the LU # which prints out the scan sheets and reports and where it is located in the school.**

- 9. ILOG Recorders: List the purpose of the ILOG, and who is required to enter on the ILOG screen in ATS as well as who the backup person is.**

SECTION VI - RE-ENTRY PROGRAM

Students returning to school after an extended absence must be interviewed by appropriate school staff (guidance counselors, assistant principals, attendance coordinators, etc). Newly returned students should be given continued support until they have established a regular pattern of attendance. Peer tutoring and a buddy support program, after-school activities, sports and extra curricular programs are among the approaches recommended to encourage school attendance.

- 1. Describe your school's re-entry program for students who return to school after an extended period of absence.**

SECTION VII - PLANNING INTERVIEW

Please identify procedures that are in place for managing and tracking the implementation of Planning Interviews (This section is to be completed by schools who have students 16 years of age and older).

- 1. List the names and titles of the staff members in your school who conduct the Planning Interviews.**
- 2. List the names of the special education staff who assist in conducting Planning Interviews for students with IEPs.**
- 3. Please describe the process for mailing Letter #1, Letter #2, Planning Interview Packets and transcripts to the parents and students.**
- 4. Provide the name and title of the staff person who enters the Planning Interview information into ATS on PIES (Planning Interview Entry Screen) and the Discharge screen?**
- 5. List the name and title of the person who tracks the status of the Planning Interviews, reviews the DPRD (Discharge Pending Region Approval) screen and the REIS (School Planning Interview Report).**
- 6. Describe how Planning Interview documents are maintained, filed and stored.**

SECTION VIII - PARENT AND COMMUNITY INVOLVEMENT

The School Attendance Plan should reflect the manner and approaches utilized by the school to include parents, community based organizations, local businesses, religious institutions, neighborhood newspapers and cultural institutions in school activities. In order to ensure maximum parental participation, letters and notices sent to students' homes are to be written in the language of the parents.

- 1. Describe your school's efforts to maximize parent and community involvement in school activities.**

SECTION IX - EDUCATIONAL NEGLECT/ABUSE

The school plan must delineate a procedure for the identification and reporting of cases of educational neglect and/or abuse. It is important that all documentation of the attendance investigation preceding a report of educational neglect is available for follow-up. Each educational neglect report that has been filed with the State Central Register (SCR) must be followed-up with a DOE Online Occurrence Report.

- 1. Please describe the process whereby cases of educational neglect and/or abuse are reported to the State Central Register.**
- 2. Who (please provide their name and title) in your school is responsible for calling the State Central Register to report cases of educational neglect?**
- 3. OOR Recorder: List the name of the person(s) responsible for recording the Online Occurrence Report for the school.**
- 4. Educational Neglect: Who reports and handles the Kgn – 8 grades warning reports? Note recent changes from the Spring.**

SECTION X - ATTENDANCE PROCEDURES FOR STUDENTS WITH IEPS

Students in special education are to be included in all aspects of school programs, activities and events as they relate to attendance improvement. It is the responsibility of the school to implement corrective action strategies that have been developed to improve the attendance of the special education population.

- 1. Describe your school's efforts and strategies to facilitate improved attendance among special education students.**

SECTION XI – ENGLISH LANGUAGE LEARNERS (ELL STUDENTS)

All students in ELL programs are to be included in school and regional attendance improvement programs and plans. Letters and notices sent to students' homes must be written in the language of the parents. In areas where there are strong concentrations of non-English speaking families, efforts to hire bilingual staff should be made.

- 1. Describe your school's efforts and strategies to facilitate improved attendance among ELL students.**

SECTION XII - PROGRAMS AND INCENTIVES TO ENCOURAGE ATTENDANCE IMPROVEMENT

All schools should develop and implement programs and plans to encourage improved attendance. This may include, but not limited to, contests, assemblies, rewards, prizes and general recognition.

- 1. Describe your school's efforts and strategies to develop and implement programs and plans to encourage improved student attendance.**

SECTION XIII - SCHOOL ATTENDANCE COMMITTEE

Every school must have a School Attendance Committee comprised of, but not limited to, the school principal and assistant principal/s, teachers, supervisors, support personnel, students, community members and parents. The Attendance Plan should identify the committee members and the schedule of meetings.

- 1. List the names and titles of the members of your school's Attendance Committee.**

- 2. Please provide a schedule of your school's Attendance Committee Meetings for the year.**

SECTION XIV - SCHOOL STAFF ROLES AND RESPONSIBILITIES IN THE ATTENDANCE PROGRAM
The Attendance Plan should identify and define the responsibilities of key school staff members.

Please list the names, and attendance related responsibilities of the following school staff:

- 1. Assistant Principal in charge of attendance and/or discharges**

- 2. Attendance Coordinator (Must be a Pedagogue)**

- 3. Attendance Teacher**

- 4. School Aide**

- 5. Pupil Accounting Secretary**

- 6. Guidance Counselor**

- 7. Family Worker (Outreach Worker)**

- 8. Other**

SECTION XV - CLEARANCE OF REGISTER

Clearance of register procedures must be implemented in order to efficiently and effectively identify and follow-up on students who do not return to school in September. Every effort must be made to reach out to these students as quickly as possible in order to determine their status and facilitate their return to school or, if appropriate, implement their discharge or transfer.

- 1. Define and delineate the procedures the school will follow to effectively address the clearance of register process.**

SECTION XVI - EVALUATION AND REVIEW

In order to determine the effectiveness of the School Attendance Plan, it is important for each school to review and monitor the attendance program through statistical and non-statistical reports, observations and comparative analysis. The school principal together with the attendance coordinator and assistant principal responsible for attendance services should closely monitor the school attendance rate and must review on a regular basis the number of outstanding 407's and the status of the investigations. Closure rates and the length of time 407's remain open must be closely monitored to ensure that appropriate outreach services are being provided.

The following ATS reports should be helpful in monitoring the school attendance program:

RCUA- Cumulative Absent/Late Report	RSNS- No Show Report
RNOG- Unscanned Official Class Report	RPUR- Unscanned Period Attendance (middle/high schools)
RSAL- School Attendance List Report	RRAI- Students Missing Retroactive Attendance
R4RR- 407 Register Report	R4SS- 407 School Summary Report
RPAR- Period Attendance Report	ROCR- Official Class Register Report
RPCS- Cut Summary Report	RPCC- Cumulative Cut Report
RDAL- Daily Absent/Late Report	FDDA- Summary Distribution of Days Absent

- 1. Please describe the manner in which your school will monitor and evaluate the status/progress of the 2006-2007 attendance program on an on-going basis.**

