



# Attendance and Assignment Completion Tracking

Below is an example process schools and/or systems can follow to keep timely track of student attendance and assignment completion in distance learning to ensure early intervention.

Cadence	Activity
Every Monday	<ul style="list-style-type: none"><li>▪ <b>Run Report:</b> “In-person” learning attendance report</li><li>▪ <b>Run Report:</b> “Remote” learning attendance report (students who participating in both in-person and distance learning)</li><li>▪ <b>Run Report:</b> Run the “virtual” learning attendance report (students are only participating in distance learning).</li><li>▪ <b>Run Report:</b> Percentage of students missing an assignment</li><li>▪ <b>Run Report:</b> List of students who have missed three or more assignments</li></ul> <p><i>Each report is also broken down by identified priority groups</i></p>
Every Tuesday	<p><b>Data Meeting:</b> Review the data from each report. For students missing three or more assignments and/or who have more than five absences, personal contact is made with the student and their family to support tackling barriers contributing to completing assignments and attendance.</p>

**Makeup of the Data Team:** Principals, School Counselors, Directors of Students Learning English, Directors of SPED

## About Instruction Partners

**Instruction Partners** works alongside educators to support great teaching, accelerate student learning, name and address unconscious bias, and ensure equitable access to great instruction—particularly for students in poverty, students of color, students learning English, and students with disabilities.