



Are Kids Showing Up?

When thinking about how to track attendance and intervene as necessary, think about it in two ways, morning attendance and attendance throughout the day. Simply taking attendance during the first session of the day is incomplete information. We need to know who is logging on and staying on throughout the day. **It is crucial that any communication around attendance should not be punitive or simply for compliance. Reaching out to families to problem-solve around attendance issues should be seen as a support and not a “gotcha.”**

Part I: Gathering Attendance Data

Process 1

This process happens daily.

- Teachers take attendance during the first session of the day (think homeroom attendance during pre-COVID-19 times).
- That attendance is submitted and goes through the same process as the school used pre-COVID-19.
 - **Example process:** Teachers take attendance during the first session of the day. Attendance is sent to the “main office” where the person responsible for family outreach regarding absences contacts families.

Process 2

This process happens daily.

- Teachers take attendance at the start of each synchronous block.
- That attendance is submitted and sent to the “main office.”
- Of the students who were present in the morning, but not present in the following lessons, the teacher reaches out to the family to get some context about what is going on.
 - The teacher is the best person to make the contact because they are often the people who have the strongest, most frequent connections with students and families.



Part II: Acting on the Attendance Data to Support Students

This process happens once per week

- The data team at the school level reviews attendance data (morning attendance and attendance throughout the day) for all students individually **and** broken down by priority groups. The team determines:
 1. Who is coming in the morning?
 2. Who is coming and staying all day?
 3. Who is coming in the morning but not in the afternoon?
 4. Who is absent altogether?
- For students who missed two or more whole days or partial days from the previous week, the social worker reaches out to their families to discuss ways to support.
- That information is shared with the classroom teachers of those students.

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.