**Chronic Absenteeism PLC Agenda**

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| **Sign In** | Kenneth Flood, Gary Elwell, Marlee Ernst, Mary Kent, Indra Owens | | |
| **Meeting Date** | May 22, 2021 | **Grade Levels** | Schoolwide K-8 |
| **Content/Focus Area** | Attendance/Chronic Absenteeism | | |
| **Norms** | * Maintain a positive tone * Participate by sharing ideas and opinions * Begin and end meetings on time * Stay fully engaged * Contribute equally to the team * Listen respectfully and consider matters from another’s perspective | | |

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| ***Short-Term Cycle (Marking Period)*** | |
| ***PLAN*** | |
| **School-wide SMART Goal** | Between September 2020 and June 2021, Chelsea Heights School will maintain a school-wide chronic absenteeism percentage below the state average as  measured by school records. |
| ***DO*** | |
| **School-wide Strategies** | * School-level procedures [K-2 grade level document](https://docs.google.com/document/d/1J7dlTMsjwqx_LLwXI2a8LBWtUuub7QstVINfKY6eXvM/edit?usp=sharing) * [Guidance on GoGuardian](https://docs.google.com/document/d/1iUtQ9_jWRq4qkqumnJw1egtftzf5cRsYgOIXOk_wrtQ/edit?usp=sharing) to check for students in attendance for staff support * [Google Form Attendance Guidance](https://docs.google.com/document/d/1Ekpa03toqEtV1GuSBmzOe8d56EHWAjXb6xPzdfjGA6Y/edit?usp=sharing) document * Feedback regarding procedures/adjustments |
| ***STUDY*** | |
| **Data Analysis**  Review [Chronic Absenteeism List](https://docs.google.com/document/d/19xB0G2EkrrRxE6ByF7QNiz9o1OWYkGX1tRhe3T_ubYE/edit?usp=sharing)  Review [Watch List](https://docs.google.com/document/d/19xB0G2EkrrRxE6ByF7QNiz9o1OWYkGX1tRhe3T_ubYE/edit?usp=sharing) | **Conclusions**  14/317 (4.41%) students deemed chronically absent as of May 22nd  (below state average=10%)  22 students identified on Watch List; 6 of those students are increasing in absences |
| ***ACT*** | |
| **Action Steps** | **Procedures**   * Morning check-in with teachers who have students on Watch List * Phone calls home (a.m. and p.m.) from teacher and guidance counselor * Daily Reports Run: Chronic Absenteeism, Attendance Count * Attendance meeting with grade band teachers to determine status of students on Watch List/Chronically Absent List * Cross-referenced PowerSchool attendance data with GoGuardian usage to verify attendance * Letters home (5, 10, 15 days absent)   **Incentives**   * MP 4 awards preparation (certificates, banner) * MP 4 incentives (water bottles, Wellness bags) |