**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 asmeasured 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
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| ***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)
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