



**Attendance Tool Kit
for Site Coordinators**

Attendance Plan

Target: All schools should be working for 100%. 85% is the “fall back” plan not the strategy.

- Know what your school’s target attendance number is.
- Multiply that number by 180 school days (this will let you know what the ADA needs to be for each day.
- Calculate daily so you can “make up” missed attendance within the month.
- Know what the target number is every day and remember that the number is cumulative.

Example: 100 students target ADA x 180 days = 18,000 attendance days.

Day	Target	Actual
Day 1	100 ADA	83
Day 2	200 ADA	83 + 105 = 188 <-12>
Day 3	300 ADA	94 + 188 = 282 <-18>

The first attendance report to the state will reflect attendance through December 31 of the school year. The state will begin to make projections about reduced funding based on these numbers.

Action Items:

- A. Verify that data in your student information track system is accurately.
- B. If data is incomplete or inaccurate, correct.
- C. Analyze the situation at each site that is not at 100% or above

Things to Ask Yourself

1. Is my energy focused on what I can control/change (recruiting with students at lunch time, sending out a Phonevite) or on the difficulties that lie outside of my control (no bussing, unsupportive school day staff....)? Keep your focus on what you control.
2. Do you have an Attendance Action Plan? Do you get regular reports and updates? (Action plan included)
3. Do you have a positive relationship with the principal? Do the talk regularly? Has the principal been engaged in finding the solution to low attendance? (No relationship or a strained relationship with the principal is a red flag).
4. Are you utilizing only traditional means at recruiting (posters, notes home)? If not, what strategies are you using?

5. Are you driving a concern about the ADA? If not, you must understand that this is one of your primary responsibilities.
6. Have you been in conversation with the District program manager? What were the results of that contact? Has a reallocation of ADA been considered (must keep in line with the law)?

Make Short Term and Long Term Plans for Correcting the Attendance Issues.

1. **Short Term:** something to be done PRIOR to the end of next month. If your attendance is low, consider doing at least one event and invite entire school. This is a good way to market your program. Some will come only for the day, but others will continue to come. (Note: the only exception would be if a principal refuses to allow—document in writing or email).
 - a. Utilize Recruitment Registration Form (will also act as a permission form so students may stay for the program)n
 - b. Engage your current students in planning, marketing, and recruiting attendance for the event.
 - c. If numbers are between 85% and 90%, suggest one activity, for those who are below 85%, suggest that the program consider 2-4 days of activities.
 - d. Develop some sort of Attendance Target “meter” so that students and staff can track the progress toward the 100% goal.
 - e. Recruit during lunch time: Partner up with other staff on campus or at another site that has an ADA above 90%--invite your students to participate in the recruiting efforts. Preview and advertise the Event Activities during lunch time. Have students participate and build anticipation.
 - f. Suggested activities: Following is a list of activities that youth may enjoy.

Activity #1: Sports Challenge—Teams of 12-16 sign-up for events (may want to require mix of male/female) (Select activities that are age appropriate)

Dodge Ball
 WHACK-O
 Soccer Cone Relay (Basketball Dribble...)
 Game 4
 Game 5
 Game 6
 Final Activity: Tug of War

Activity #2: So, You Think You Can Dance

Talent Show of dancers mixed in with opportunities for everyone attending to dance

Screen the music!

Organize Prize Structure for singles, pairs, groups, types of dance

Activity #3: Club and/or Fun Friday Highlights (Select 1-4 choices)

Campus Cuisine

Holiday Craft

Strategic Games

Mixers—Ice Breakers

Sports Charge

Hip Hop Dance (High School Musical 2 or 3)

Create A Card

Other

Activity #4: Fear Factor—See the layout in first 6 weeks of plans and Fun Friday plans (alter activities as appropriate. Same Team structure of Sports Challenge

Activity #5 Prize Drawing—Day 5—Students who attended all four days have name in drawing for prizes. Orchestrate the day for fun, prize giving, and “early release”

2. **Long Term Activities:** Boot camps would engage students in remediation for 16 lessons (4 weeks/1 hour each day)
 - a. Students grouped in 1:16-20
 - b. Boot camp would employ alternatives to “paper and pencil” and support the instructional day by addressing specific gaps in skills (classes need to be renamed to engage young people)
 - i. Multiplication Fact Memorization (Other Fact Families can be practiced)
 - ii. Fractions Made Easy
 - iii. Hands-on Algebra for grade levels 3 and higher
 - iv. Reading Fluency (words/phrases/affixes in isolation, Repeated Reading)
 - v. Writing Different Types of Sentences (Simple, Compound, Complex, Compound/Complex (4th grade and up)
 - vi. Asking Questions—Literal, Interpretive, Applied
 - vii. Vocabulary Development—Figurative Language
 - viii. Other as needed
- Organize your work around recruiting and retaining students.

100% Attendance Action Plan

School _____ Site Coordinator _____

Method	Strategies	Person Responsible	Completion Date
Networking	<ol style="list-style-type: none"> 1. Gather your “superstar” students 2. Have a conversation—explaining that you want them to bring in more students 3. Encourage students to make a commitment to the number of students they will bring in 4. Make it competitive among the students 5. Organize a fun activity during the time that prospective students will want to attend 6. Reward “superstars” who honor their commitment 7. Repeat the process with students who were recruited into the program. 		
Referrals	<ol style="list-style-type: none"> 1. Ask school staff members to give you 2-3 names of students not in the program that could benefit from the opportunity, including homework assistance (principal, teachers, office staff, guidance counselor, coach, etc.) 2. Call parents of referred students, explains referral, and invites student to attend 		
Traditional Methods (Highlight the ones that you will use)	<ol style="list-style-type: none"> 1. Hang posters 2. Send home flyers 3. Advertise on the marquee 4. Utilize Phone-vite 5. Run a mini Fun Friday during lunch 6. Host an exhibition/presentation with a local celebrity 7. Offer incentives (food and prizes) 8. Post in daily announcements 9. Hold classroom competitions for the most recruited 10. Set up a booth at Back-to-School Night 11. Offer attendance incentives (special projects, dances, parties, etc.) for students who attend (elementary—5 days; middle 3 or more days) in a week 12. Acquire a list of students who need services (Below Basic, etc.) and appeal to parents 13. Utilize Group Goal visuals (charts, thermometers, etc.) 14. Program Leader/SC Challenges (if students bring in a certain number of students, Program Leader/SC will...) 15. Schedule a recruitment event to invite students with a 1 day registration 		



For more information, contact
Consult 4 Kids at
www.consultfourkids.com