Quick-Start Tool: Attendance Team Protocol Template

Purpose:
Equip school teams to efficiently and equitably review attendance data and take timely, student-centered action—without overwhelming staff.

Time Needed:
15–30 minutes (can be adapted for weekly, biweekly, or monthly use)

Suggested Team Members:
Administrator, counselor, teacher rep, family liaison, nurse, attendance clerk, MTSS/interventionist

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🔧 Pre-Meeting Prep

- Print or pull latest attendance tracker (flag students with 3+ absences)

- Add notes about group trends (grade, day of week, subgroups)

- Identify 2–3 students to spotlight

📋 Sample 15–30 Minute Agenda

Step	Action	Prompts/Tools
1. Scan for Trends (5–10 min)	Review recent attendance data	- Any spikes by grade or class? - Patterns around certain days or groups?

2. Review 2–3 Students (5–10 min)	Discuss flagged students	- What do we know? - Any family/student input? - Root cause or hypothesis?
3. Identify Action (5–10 min)	Choose small, targeted follow-ups	- Nudge, call, survey, check-in - Is it Tier 1, 2, or 3?
4. Assign and Document (5 min)	Log next steps and owners in tracker	Use tracker table below or shared doc

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📊 Attendance Action Tracker Template

Student	Concern (Absences)	Cause Hypothesis	Plan/Strategy	Owner	Check-In Date

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📣 Student & Family Voice Prompts

- What has the student/family said about challenges?

- What's their perspective on what's working?

- How can we partner—not just inform?

☑ Progress Check

- Are we looking beyond surface data to ask *why*?

- Are we balancing Tier 1 improvements with Tier 2 support?

- Are all team members clear on follow-up and timelines?

- Is our tracker up-to-date and used across meetings?

✸ Tips for Success

- Keep the tone supportive, not punitive

- Use existing teams—don't create new ones

- Revisit action steps monthly and adjust as needed

- Rotate "data lead" role to build shared ownership