

*Count ME In! Lunch & Learn August 27th at noon on Zoom.*

*Sign-up at [www.countmeinmaine.org/services](http://www.countmeinmaine.org/services)*

**PREVIEW: Quick-Start Tool — Session 1: Defining Attendance Terms That Drive Action**

**Purpose:** Help your team build shared understanding of key attendance terms to improve data accuracy, communication clarity, and trust with families.

**When to Use:** After Lunch & Learn Session 1 — at a staff meeting or leadership huddle.

**Who Uses This:** Building Administrator + MTSS/Attendance/Data Teams

**Time Needed:** 30–45 minutes

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**Section 1: Quick Reflection – Attendance Terminology Audit**

Term	Official Definition in Policy	Shared Understanding? (Y/N)	Applied Consistently Across Roles? (Y/N)	Notes/Follow-Up
Average Daily Attendance				
Chronic Absence				
Truancy				
Excused Absence				
Unexcused Absence				
Tardy / Late Arrival				
Early Dismissal				

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## Section 2: Try This — Tiered Options

✔ **Quick Win:** Offer a 10-minute mini training on attendance terms at your next staff meeting.

🚀 **Next Level:** Create a shared glossary of terms with definitions and examples for internal and family use.

🎯 **Level-Up:** Update letters, auto-messages, and online portals to use consistent, family-friendly language.

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## Section 3: Bonus Discussion Prompt

How do unclear or inconsistent attendance terms affect families and staff? What's one area where clarity could reduce confusion or increase equity?

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## Section 4: Action Summary

Priority Action	Lead Person	Timeline	Support Needed

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## Section 5: Related Tools & Resources

- Data Dive (Google Sheet)
- [MSSM Sample Attendance Policy](#)