

STUDENT ATTENDANCE TRACKING TOOL

Regular attendance helps students stay engaged, build relationships, and grow academically and socially. Use this tracker to stay mindful of attendance and to support consistent access to the opportunities that help every student thrive.



LEVELS OF ATTENDANCE



Exemplary: Absent 3 days or less



Satisfactory: Absent 9 days or less



Warning Signs: Absent 10 - 17 days



Chronic Absence: Absent 18 days or more

Mark an "X" or write the date in a box each time you miss school, excused or not excused

 Exemplary			 On Track						 Warning								 Danger!		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

ABOUT THE MAINE ENGAGEMENT & ATTENDANCE CENTER (MEAC)

Improving attendance and engagement in school requires a comprehensive approach. In August 2024, the Maine DOE launched an attendance toolkit, a resource designed to help school staff understand how attendance can impact various health factors for students, including health services, school climate, family engagement, community involvement, and other aspects of student involvement. You can find free attendance resources for educators, parents, administrations, and students on the MEAC website.

EVIDENCE-BASED INTERVENTIONS & STRATEGIES FOR INCREASING SCHOOL ATTENDANCE



FAMILY

- Promote the benefits of school attendance at home
- Ensure your child arrives on time and is ready to participate.
- Set routines and reminders:
 - bed and wake-up times are consistent each day (*pack a school bag, and prepare for school the previous night*)
- Turn off electronic devices an hour before bed
- Find ways to reward commitment to attendance: short-term and long-term
- Schedule annual health exams and follow up with PCP or other medical professionals
- Plan any necessary appointments outside of school hours where possible
- Communicate any absences to the school

STUDENT

- Follow routine: bed and wake-up times should be consistent each day (*pack a school bag and prepare for school the previous night*)
- Discuss with your teacher/ school any issues that may arise regarding school and ask for help if you are struggling
- Eat breakfast
- Attempt to take part in classroom activities
- Join extracurricular activities or other school groups/teams
- Tell your caregiver 3 good things that occurred at school each day (*try to focus on the positive things happening*)

SCHOOL

- Follow up on any unexplained absences
- Connect the student with a peer support/buddy system
- Build student-teacher relationships
- Check-in and check out
- School counselor or social work support
- MTSS/RTI/Risk Team referral
- Rewards chart and/or use of school Incentives
- Communicate with parents any academic or well-being concerns as soon as possible