



## Superintendent Attendance Action Plan

This action plan is organized into six strategic focus areas with aligned goals and key actions.



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[www.maine.gov/doe/MEAC](http://www.maine.gov/doe/MEAC)

Focus Area	Goal	Key Actions	Timeline
<b>1. Compliance &amp; Policy</b>	Ensure alignment with state law (20-A §5001-A, §5051-A) and district policy.	<ul style="list-style-type: none"><li>- Designate attendance coordinators</li><li>- Review and revise local truancy &amp; attendance policies &amp; procedures (MSSM <a href="#">example</a>)</li><li>- Train school leaders in legal procedures and reporting requirements</li></ul>	July–August (annually) Mid-year policy check-in
<b>2. Data Use &amp; Reporting</b>	Routinely monitor and act on chronic absence and truancy trends.	<ul style="list-style-type: none"><li>- Review districtwide absenteeism data monthly</li><li>- Disaggregate data by subgroup</li><li>- Share data quarterly with school boards</li></ul>	Monthly review Quarterly reports

<b>3. Systems Leadership</b>	Embed attendance into MTSS and district strategic goals.	<ul style="list-style-type: none"> <li>- Support school-level collaborative review of data</li> <li>- Include attendance goals in school improvement plans</li> <li>- Support tiered intervention structures</li> </ul>	August launch Ongoing coaching check-ins (Nov, Feb, May)
<b>4. Family &amp; Student Engagement</b>	Improve communication and relationships with families and students.	<ul style="list-style-type: none"> <li>- Approve district wide communication plan including attendance messaging</li> <li>- Promote positive outreach (texts, calls, postcards)</li> <li>- Elevate student voice in identifying root causes</li> </ul>	September campaign Mid-year message review
<b>5. Community Collaboration</b>	Coordinate with agencies and stakeholders to remove attendance barriers.	<ul style="list-style-type: none"> <li>- Partner with community partners transportation, youth services</li> <li>- Share anonymized trend data with community partners</li> </ul>	October kickoff Spring convening (April)
<b>6. Progress Monitoring &amp; Sustainability</b>	Track implementation and adjust strategies to ensure long-term impact.	<ul style="list-style-type: none"> <li>- Lead rubric-based reflection with admin team</li> <li>- Collect success stories from schools</li> <li>- Plan summer debrief and action setting</li> </ul>	January midyear check-in June end-of-year review

## Superintendent Attendance Calendar: August–July



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Month	Key Activities	Deliverables
<b>August</b>	Launch attendance strategy with leadership team	<ul style="list-style-type: none"> <li>-Draft (or revise) attendance protocol flow chart</li> <li>-Confirm attendance coordinators</li> <li>- -Train school leaders on legal procedures and reporting requirements</li> </ul> Review <a href="#">CMI Rubric</a> or <a href="#">AW District Assessment</a>
<b>September</b>	Districtwide “Attendance Awareness” campaign	<ul style="list-style-type: none"> <li>- Push out family-friendly messaging</li> <li>- Ensure each school hosts 1 positive family connection event</li> </ul>
<b>October</b>	Meet with community agencies on student supports	<ul style="list-style-type: none"> <li>- Collaborate with community partners to improve family and student support</li> </ul>
<b>November</b>	Check-in with school teams on early warning indicators	<ul style="list-style-type: none"> <li>- Reallocate resources to address most common challenges</li> <li>- Reminder to families about planned absence procedure &amp; vacation dates</li> </ul>

<b>December</b>	Prepare midyear summary	- Draft board update: current rates & subgroup data
<b>January</b>	Host data reflection with school leaders	- Midyear data dashboard -check in on CMI action plan progress - 1 celebration + 1 shift per school
<b>February</b>	Review family outreach and revise if needed	- Refresh nudges or family communication scripts -Host a staff attendance raffle
<b>March</b>	Reflect on effectiveness of attendance interventions	- Assess intervention impact and fidelity - Encourage principals to look at classroom/advisory rates
<b>April</b>	Partner event with community leaders	- Share trends, renew MOUs, invite family voice in solution-building
<b>May</b>	Capture success stories and prep board report	- Gather improvement stories - Recognize gains publicly
<b>June</b>	Conduct end-of-year rubric reflection	- Revisit CMI Rubric with admin - Draft summer action plan
<b>July</b>	Prep for next year	- Update policy or communication materials - Set calendar for August launches