



PSD's Elementary Attendance Success Criteria

Common success criteria are needed for all elementary schools to ensure that the school district is accounting for young students' safety.

Rationale: It is critical that all elementary aged students be accounted for daily for their safety and wellbeing as there are many situations that a parent could assume that a student is at school and the school could assume the student is at home leaving a lost student in danger.

General Considerations:

- Parents and Guardians reporting an excused absence via phone, app, or email, is evidence of student safety and no follow up is needed.
- If there is no communication from Parents and Guardians, the school **must** meet the success criteria.
- For the office attendance protocols to be successful, attendance must be completed by classroom teachers within the first 30 minutes of class.
 - Teachers must mark absent a student that is physically not present (e.g. they can't assume that "this kid always comes late; he'll be here eventually).
- Student safety is the school's top priority, and this attendance work must take precedence over other tasks.
 - The sooner a parent or guardian hears from us or vice-versa, the better for student safety.

Success Criteria:

- Your community must be aware of your absence communication protocol(s), which meet the criteria below. These protocols must be documented on the school's website and shared with your community using multiple communication methods.
 - If School Messenger is used as a communication tool, it must be set to call, text, and email in a language the family can understand. Use the 'Translate' option in School Messenger to select all available/relevant languages, ensuring that families receive communication in their preferred language. Please see your family liaison for support in ensuring that families are understanding communications.
 - [School Messenger Resources](#)
 - [Support Center Online](#) or call the Applications Support Help Line 490-3456 x 1
 - The school is responsible for attempting a **confirmed communication** to Parents/ Guardians as soon as possible.
 - **Confirmed** means there is proof that the guardian has received and understood the message in a language they comprehend, **see examples at the bottom of the document.**



- For language support, please use your [ILA Device](#), and/or your Family Liaison and/or your Visual Language Professionals service (VLP does incur costs to your building, make sure you have admin. approval prior to using).
- When using the Family Liaison as a support, please ensure they have a script in order to correctly convey your school's message and to receive all needed and relevant information from the family.
- All attendance communications and actions should be documented in attendance notes.
 - The school must attempt multiple strategies to reach a family (electronic, primary contact calls, emergency contacts, etc.). If the parents/guardians cannot be reached after a minimum of 2 attempts/methodologies, document your attempts.
 - If there are multiple days of no contact with parents, engage with admin. to see who would be appropriate to send on a home-visit (Admin, counselor, Family Liaison, case-manager for their 504, IEP, ELD services, etc. SRO, etc.) If there is ever a concern for the welfare of the child, you must do a DHS report.
- Individualized attendance communication plans may be developed between families and the school given the specialized needs of students with chronic mental/behavioral/physical health situations.
 - Please ensure communication occurs with the students' case-manager or counselor to keep everyone in the loop.

Commented [DA1]: This is a new addition from SS and IS feedback on 1-2-24

Examples of Confirmed Communication:

- The guardian answers the phone, and you speak with them directly.
- A School Messenger report showing "answered" (all other categories require follow-up).
- The guardian responds to one of your communication attempts via text, call, or email.
- As a last resort, you speak with an emergency contact, and they confirm they will reach out to the guardian.

Thank you for your diligence in keeping our youngest students safe!