



Blain Elementary School

2023-2024

Attendance Plan



Complete by		Activity	By Whom
<input type="checkbox"/>	Quarterly	Share information promoting positive school attendance with parents at least monthly via newsletter, School Messenger, Seesaw, and/or social media	Principal
<input type="checkbox"/>	Nov/Feb Conferences	Include attendance concerns as part of discussion at parent-teacher conferences	Homeroom Teachers
<input type="checkbox"/>	End of 1 st MP	Post positive school attendance signage in building and at sign-out kiosk	Principal/Office Staff
<input type="checkbox"/>	Monthly	Review chronic attendance data monthly and include in MTSS/CASSP/ESAP meetings	Principal/Counselor/Teams
<input type="checkbox"/>	Ongoing; As needed	Implement attendance guidelines with fidelity (i.e. Issue 3-day, 4-day, and 10-day letters; Host SAIC meetings; Etc.)	Principal/Secretary/Counselor
<input type="checkbox"/>	End of 1 st Semester	Explore additional resources/strategies to assist with promoting positive school attendance (utilizing the Attendance Works toolkit)	Principal/Counselor
<input type="checkbox"/>	Ongoing; As needed	Reach out to parent/guardian(s) to inquire about student after two consecutive absences	Homeroom Teachers