

Attendance Team Roles 24-25

Responsibility	Attendance Team Staff
<ul style="list-style-type: none"> • Data Tracking, Reports • School Attendance Officer • Formal Truancy Process • Family Outreach as needed • Weekly Data Meetings 	Assistant Principal:
<ul style="list-style-type: none"> • Communication to Staff • Family Outreach as needed 	Principal:
<ul style="list-style-type: none"> • Tier 2: Outreach Calls for Kindergarten • Daily Family Outreach • Attendance Recognition and Incentive Strategy Coordination • Communications, Social Media, Bulletin Boards • Transportation and Homeless Support 	Community School Director:
<ul style="list-style-type: none"> • Tier 2: Outreach Calls for 1st Grade • Daily Family Outreach 	Community School Director:
<ul style="list-style-type: none"> • Tier 2: Outreach Calls for 2nd Grade • Daily Family Outreach • Support Attendance Recognition and Incentive Strategies • Case Manager referrals for all grade levels 	Guidance Counselor:
<ul style="list-style-type: none"> • Tier 2: Outreach Calls for 3rd Grade • Daily Family Outreach 	Case Manager:
<ul style="list-style-type: none"> • Tier 2: Outreach Calls for 4th Grade • Family Outreach • Support Attendance Recognition and Incentive Strategies 	Case Manager:
<ul style="list-style-type: none"> • Tier 2: Outreach Calls for 5th Grade • Daily Family Outreach • Formal Truancy Process • SAIPS • Family Outreach and Home Visits • Support Attendance Recognition and Incentive Strategies 	Truancy Monitor:
<ul style="list-style-type: none"> • Home Visit Support 	
<ul style="list-style-type: none"> • Receive and Enter Excuses into IC • Update Contact Information as Needed 	Secretary: