



ATTENDANCE & ENGAGEMENT PROTOCOL

	BY THE END OF SEP	BY THE END OF OCT	BY THE END OF Nov	BY THE END OF DEC	BY THE END OF JAN	BY THE END OF FEB	BY THE END OF MAR	BY THE END OF APR	BY THE END OF MAY
TIER 1 ATTENDANCE (ABSENT ≤ 10%) “EXCELLENT”	≤ 2	≤ 4	≤ 6	≤ 8	≤ 10	≤ 12	≤ 14	≤ 16	≤ 18
TIER 2 ATTENDANCE (ABSENT 10%-20%) “ON RADAR”	3	5 - 7	7 - 11	9 - 15	10 - 19	13 - 23	15 - 27	17 - 31	19 - 35
TIER 3 ATTENDANCE (ABSENT ≥ 20%) “CHRONIC”	≥ 4	≥ 8	≥ 12	≥ 16	≥ 20	≥ 24	≥ 28	≥ 32	≥ 36

ABSENCES + INTERVENTION

- 12 absences = email/text notification
- 16 absences = email/text notification, phone call with Dean to establish attendance action plan*
- 20 absences = email/text notification, meeting with Dean to review attendance action plan*
- 24 absences = email/text notification, ISD referral #1*
- 28 absences = email/text notification, ISD referral #2*
- 32+ absences = email/text notification, ISD referral if above 20% of the school year

* if teacher presents educational concern and/or there has been a history of absenteeism

TARDIES (arrival after 8:35 AM) + INTERVENTION

- 16 tardies = email/text notification
- 20 tardies = email/text notification, phone call with Dean to establish attendance action plan*
- 24 tardies = email/text notification, meeting with Dean to review attendance action plan*
- 28 tardies = email/text notification, ISD referral #1*
- 32 tardies = email/text notification, ISD referral #2*
- 36+ tardies = email/text notification, ISD referral if above 30% of the school year

* if teacher presents educational concern and/or there has been a history of absenteeism