



**Education, Literacy, Truancy & Dropouts Subcommittee Meeting  
Truancy/Dropout Workgroup  
01/29/08**

This handout contains information that was distributed at the Truancy/Dropout Workgroup of the Education, Literacy, Truancy & Dropouts Subcommittee on January 29, 2008 and includes the following item:

- Spreadsheet: "DCPS School Responsibility and District Support for Truant Students 2007-08"

DCPS School Responsibility and District Support  
for Truant Students 2007-2008

Origin 8.23.07

Ongoing Action	School Responsibility	District Support
	<ul style="list-style-type: none"> <li>Teachers record accurate daily attendance</li> <li>Schools will monitor daily attendance and tardiness for students</li> <li>Attendance clerk will maintain up to date and accurate attendance</li> <li>Attendance Intervention team will meet every bi-weekly to review attendance concerns</li> <li>Schools will make all efforts to identify DNE students before 11 day count</li> </ul>	<ul style="list-style-type: none"> <li>Begin the school year monitoring the Top 1,000 truant students (Phone, mail, home visits)</li> <li>Assist schools with contact of DNE students before 11 day count</li> <li>Weekly contact with CRT or attendance clerk at each school.</li> <li>Monthly identify top new 1,000 students (copy for our schools) and contact by phone, mail, and/or home visits</li> <li>Attend AIT with attendance liaison, CRT operator, and elementary/middle school administrator. Training for CRT operators</li> <li>Monitor students in attendance bands, conduct AIT, and operate truancy centers.</li> </ul>
Attendance Bands		
1-5 Abs	<ul style="list-style-type: none"> <li>Teacher should meet with student regarding the importance of attendance</li> <li>Call parent/guardian</li> <li>Send attendance warning letter via mail for 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>Provide bi-weekly average daily attendance report to principals</li> <li>Distribute district 5-day letter</li> </ul>
6-10 Abs	<ul style="list-style-type: none"> <li>Administrator to meet with student to discuss attendance.</li> <li>Refer student to AIT when eligible</li> <li>Parent meeting will be held and attendance agreement signed</li> </ul>	<ul style="list-style-type: none"> <li>Conduct AIT and determine level of service and refer students to resources.</li> <li>Meet with parents and students</li> <li>Make home visits if necessary</li> </ul>
11-15 Abs	<ul style="list-style-type: none"> <li>Student attendance should be monitored daily to determine if compliant with attendance agreement</li> <li>Bi-weekly meeting held with student by administrator to identify concerns and connect student and parent with resources.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly monitoring of students with 11 or more absences to include contact at school or home if absent.</li> <li>Phone calls and home visits to parents if student is absent.</li> </ul>
16-19 Abs	<ul style="list-style-type: none"> <li>Student must sign in with the attendance clerk daily</li> <li>Alternative options for student success provided to student and parent (Guidance Department)</li> <li>Referral to age level appropriate program required.</li> </ul>	<ul style="list-style-type: none"> <li>Assist schools with educational options for student</li> <li>Referral to age level appropriate program required</li> <li>Student referred to YCC (age 10 &amp; up) and/or Truancy Court (designated Middle School list)</li> <li>YCC = 15 unexcused days in a 90 day period</li> </ul>
20+ Abs	<ul style="list-style-type: none"> <li>Parent must meet and discuss this situation with administrators and attendance staff</li> </ul>	<ul style="list-style-type: none"> <li>Referral to State Attorney's Office</li> <li>YCC = 15 unexcused absences (age 10 and up) in a 90 day period or refer to Truancy Court</li> </ul>

NOTE: The matrix is focused on students' all day attendance.