

Activities / Strategies	Target Subgroup (incl. All Students)	If prompted for subgroup, please fill in this column for that row, otherwise put "N/A"	Activity Type(s)	Activity Type(s)	Timeframe	Personnel/ Title Responsible	Partners / CBO's Leveraged
Send letters home to families at regular intervals over the course of school regarding student attendance and the importance of consistent attendance	All Students	N/A	Teacher Team/PLC Development/Common Planning	Know Every Student Well	Fall Spring	Guidance Counselor Parent Coordinator Principal Assistant Principal Teachers Paraprofessionals Office Staff	N/A
Ensure each student is known well by at least one adult on staff	All Students	African American	Know every student well by developing a routine of collecting and reviewing classroom- and school-level attendance and chronic absence data at a monthly meeting, tracking interventions and making adjustments as needed	Professional Development	Annual	Guidance Counselor Parent Coordinator Principal Assistant Principal Teachers Paraprofessionals Office Staff	N/A
Provide personalized supports to students who are chronically absent	SWD	N/A	Know every student well	Distributive Leadership Development	Monthly	Guidance Counselor Parent Coordinator Principal Assistant Principal Teachers Paraprofessionals Office Staff	N/A
Differentiate activities and supports to target students who are chronically absent and refer students and families to additional services when needed	SWD	N/A	Shared and inclusive curriculum	Implement Collaborative Inquiry	Annual	Guidance Counselor Parent Coordinator Principal Assistant Principal Teachers Paraprofessionals Office Staff	N/A
Grow school staff's and community understanding of the importance of attendance as having direct impact on academic success	ELL	N/A	Professional Development	Know Every Child Well	Annual	Guidance Counselor Parent Coordinator Principal Assistant Principal Teachers Paraprofessionals Office Staff	N/A