

2020-2021 Interventions

Distance Learning	Trigger	Intervention	Documentation
Unexcused Letter 1	<u>3 days</u> of DL Absent/No Work	Phone call home (attendance secretary) to notify family of letter. <i>Script available.</i>	Internal. May use A2A “Notes” or “Document Meeting.”
Unexcused Letter 2	<u>6 days</u> of DL Absent/No Work	<u>Administrator</u> conferences with family (phone or in person). See <i>talking points.</i>	“Close” conference in A2A.
Unexcused Letter 3	<u>9 days</u> of DL Absent/No Work	Porch visit and/or Admin Zoom conference with Counselor, Nurse, Parent/Guardian, Student; explore alternatives to DL.	Interventions logged in A2A “Notes” and in Q Visits.
Missed Participation Letter 1	<u>5 days</u> of Excused Absences	Phone call home (site attendance secretary) to notify family of letter. <i>Script available.</i>	Internal; site decision on how to track. May use A2A “Notes” or “Document Meeting.”
Missed Participation Letter 2	<u>10 days</u> of Excused Absences	Counselor or Administrator call home. Nurse may be involved if appropriate.	Internal; site decision on how to track. May use A2A “Notes” or “Document Meeting”

Unexcused Letter 1: Triggered by 3 days of “DL Absent/No Work” (unverified/unexcused absence).

During the week that Letter 1 is mailed, one person (usually administrative assistant) from your site should make a personal phone call home to parent/guardian. The point of this call is to reach out to families earlier, provide an opportunity for parents/guardians to clear absences if appropriate, offer support for positive attendance, and show families that we are paying attention to attendance.

“Hello, this is ___ from ___ (school site). We are calling to let you know that you will soon receive a letter due to having multiple absences from Distance Learning. ___ (student) has been absent for at least 3 days of school since October 1, 2020. These letters are mandated by state law, and we want to let you know that we are here to support your family and ___ (student)’s attendance in any way we can. If you have questions about this letter, please call us to schedule a meeting. Thank you.”

Your site should develop a system to coordinate and track these calls internally. You may log them in A2A under “notes.”

Unexcused Letter 2: Triggered by 6 days of “DL Absent/No Work” (unverified/unexcused absence).

Administrator “conferences” with parent/guardian. This can be in person, via Zoom, or over the phone, or by email (please attempt phone/Zoom contact first). The goal of conferencing is to find out what barriers to attendance exist, and to provide support. This is a very important step, even if staff are already in contact with families, to provide another level of support (admin) and to show that we take attendance seriously during Distance Learning.

Conferencing should be documented in A2A. We can provide training on how to “close” conferences in the system. See [“Conferencing: What’s to Talk About?”](#) for more information.

Unexcused Letter 3: Triggered by 9 days of “DL Absent/No Work” (unverified/unexcused absence).

Porch visit and/or Admin Zoom conference with Counselor, Nurse, Parent/Guardian, Student; explore alternatives to DL. Log in A2A “Notes” and in Q Visits.

If attendance issues continue, please refer to Attendance Manager and Wellness Manager for further follow-up.

Missed Participation Letter 1: Triggered by 5 days of EXCUSED absences. During the week that Letter 1 is mailed, one person from your site (usually administrative assistant) should make a personal phone call home to parent/guardian. *“Hello, this is ____ from ____ (school site). We are calling to let you know that you will soon receive a letter due to having multiple Excused absences from Distance Learning. ____ (student) has been marked as “Excused” for attendance for at least 5 days of school since October 1, 2020. We want to let you know that we are here to support your family and _____ (student)’s attendance in any way we can. If you have questions about this letter, please call us to schedule a meeting. Thank you.”*

Missed Participation Letter 2: Triggered by 10 days of EXCUSED absences. Counselor, Administrator, or Nurse should call home to offer support.

If attendance issues continue, please refer to Attendance Manager and Wellness Manager for further follow-up.