

# DJUSD Distance Learning Attendance Interventions

- Daily and Weekly Practices
- Site Interventions
- SB 98 Compliance

A2A Letters for Unexcused DL Absences (“Truancy”)

A2A Letters for Missed DL Participation (“Excessive Excused Absences”)

Tier 3

Administrative Assistants keep track of which students who are on the excessive absence list for **multiple weeks** → Referral to Administrator for Porch visit; and/or Admin Zoom conference with Counselor, Nurse, Parent/Guardian, Student; explore alternatives to DL. Record in Q Visits.

**Continued Absences after Missed Participation Letter 2 or Unexcused Absence Letter 3:** Referral to DJUSD Attendance Manager and Wellness Manager.

**Unexcused Absences from DL—Letter 3:** Triggered by 9 days of **unexcused** absences. Porch visit: and/or Admin Zoom conference with Counselor, Nurse, Parent/Guardian, Student; explore alternatives to DL. Record in A2A and in Q Visits.

**Missed DL Participation—Letter 2:** Triggered by 10 days of **excused** absences. Admin, Counselor, or Nurse “conference” with Parent/Guardian (and Student, if appropriate); record in A2A.

Tier 2

60% of prior week missed: administrative assistants pull excessive absence report each Friday or Monday for the previous week, and initiate phone calls home for each student who missed 60% (3 days or more).

**Unexcused Absences from DL—Letter 2:** Triggered by 6 days of **unexcused** absences. Administrator should call or Zoom parent/guardian to “conference.” Document in A2A.

**Missed DL Participation—Letter 1:** Triggered by 5 days of **excused** absences. Counselor, Nurse, or Administrative Assistant call home to inform family that they will be receiving a letter.

Tier 1

Weekly Attendance & Engagement reports reviewed and reconciled by administrative assistants, signed by teachers.

**Unexcused Absences from DL—Letter 1:** Triggered by 3 days of **unexcused** absences. Counselor or Administrative Assistant call home to inform family that they will be receiving a letter.

Make-Up Work in Canvas → Teachers can change DL Absent to DL Present if student submits work within 10 days of absence and communicates with teacher.

Robocalls for daily absences

Attendance & Engagement recorded daily in Q