

Task: Monitoring Daily Child Attendance to provide Family Support

Task	Person Responsible	Time Frame
1. Pick up attendance for previous week	Family Advocate	Weekly by Tuesday
2. Review attendance in Child Plus via report 2310 Highlight name of children on the report who have: - missed 3 or more consecutive days. - has irregular attendance (misses 3 to 5 days in two weeks). - unexcused absences. - absences due to temporary family situations. - absences due to emergency/crisis. - absences due to hospitalization. - absences due to communicable disease.	Family Advocate	Weekly by Tuesday
3. Check highlighted child's attendance notes in Child Plus. (FA should document reason for the absence if it is not given in the attendance notes for the child.)	Family Advocate	As Required/ Team Meetings
4. Check highlighted child's attendance average in Child Plus. Note: If Child's weekly attendance is below 85% for two weeks out of the month FSM should be notified via email.	Family Advocate	Weekly by Tuesday
5. Review CP 2316 Sign in/out sheets of the previous week. Verify: - children are signed in and out daily - absences are documented accurately - attendance notes are being entered	Family Advocate	Weekly by Tuesday
5. Discuss attendance with classroom staff to determine reasons for children being absent and verify unexcused absences.	Family Advocate	As Required
6. Contact parent/guardian of a child who has: - missed 3 or more consecutive days. - has irregular attendance (misses 3 to 5 days in two weeks). - unexcused absences. - absences due to temporary family situations. - absences due to emergency/crisis. - absences due to hospitalization.	Family Advocate	As Required
7a. A home visit <i>is required</i> if a child has: - missed 3 consecutive days marked as unexcused - has irregular attendance (misses 3 to 5 days in two weeks). *Discuss benefits of regular child attendance and consequences of absenteeism. Offer family support.	Family Advocate	As Required/ASAP During home visit/other parent contact
7b. A home visit <i>can</i> be conducted if a child has: - absences due to temporary family situations. - absences due to emergency/crisis. - absences due to hospitalization. *Offer family support.	Family Advocate	As Required/ASAP During home visit/other parent contact
8. Enter documentation in ChildPlus under Family Services. Note: Information should be entered under Tab #1 Add Event. Any follow up documentation/action should be added under	Family Advocate	As Required

Tab #2 Add Action. An event should only be added if it does not relate to one already listed.

9. If a family has absences due to: Temporary Family Situation, emergency/crisis, hospitalization, communicable disease, etc.

There MUST be accurate documentation in child plus under the Family Services tab according to the note above and they will include follow-up actions as needed by the FA.

Family Advocate

As Required

10. Should corrections to attendance need to be made by the FA a new 2310 for that week should be printed and attached to the top of the attendance/2310 provided from the teacher. Once all documentation is accurate FA should sign and date and keep in an attendance file until end of month review.

Family Advocate

Weekly by Friday