

ERSEA

Task: Attendance Follow-Up Process

Task	Person Responsible	Date to be Completed
<p><i>When a child has missed two consecutive days with no contact:</i></p>		
<p>1. Attempt to contact parent/guardian via phone, Child Plus messaging, or email.</p> <p>-The teaching staff must inform the Family Advocate if assistance is needed with contacting the family within one hour of the school day beginning, and/or if the child has been absent 2 consecutive days with no contact.</p> <p>-If FA/Teacher could not reach the parent/guardian, staff are to then contact the listed emergency contacts from Child Plus report 1520, in the order they are listed.</p>	<p>Family Advocate/ Teaching Staff</p>	<p>As Required</p>
<p>2. A home visit is required after the child’s attendance has been marked as ‘unexcused’ for 2 consecutive days.</p> <p>-Gather all needed documentation for an Attendance Follow-up Home Visit. This includes the following:</p> <p>Child’s individual attendance print-out. Go to the child’s name in Child-Plus; Click the attendance tab; Type in the dates needed for review and refresh screen; then print grid. <i>If Grid does not include the ADA percentage, please write information on the grid print-out to refer to while meeting with parent.</i></p> <p>Signed Attendance Contract. This can be found scanned in with the Mail-Merge documentation under the enrollment tab. Print the copy signed by both the parent and staff.</p> <p>Attendance Plan to assist with improving/ establishing at least 85% ADA</p> <p>Attendance Works handouts (Can be found in FA Binder or Attendance Works website)</p> <p>Home Visit Form for documentation purposes (Located on the website)</p>	<p>Family Advocate</p>	<p>As Required</p>

<p>Home Visit and Follow-Up documentation must be entered into Child Plus. Go to the Attendance tab under child's name; click "Add Follow Up"; then fill in appropriate boxes to document all follow up attempts, including-all phone calls, messages, home visits, etc.</p>		
<p>3. After 5 consecutive days absent with no contact from the family, or if attendance concerns continue, a letter will be mailed to the parents/guardians as a last attempt to reengage the family in the program.</p> <p>-The parent/guardian has 5 additional business days from the date the letter is mailed to respond. If no contact is made and the program's attempt to reengage the family are deemed unsuccessful, the child's slot will then be considered vacant.</p>	<p>Family Service Manager</p>	<p>As Required</p>

Contact is attempted within one hour of class beginning if a child is unexpectedly absent

The family advocate must relay all attendance concerns via email to Family Services Manager immediately