

My Student's Attendance Success Plan

POSSIBLE STRATEGIES TO REACH MY STUDENT'S ATTENDANCE

GOALS

- I will talk to my child about how going to school every day will help my child do well in school and achieve my child's hopes and dreams.
- I will keep an attendance chart at home to track absences. Consider using the attached calendar.
- At the end of the week, I will recognize my child for attending school every day with _____ (i.e., a visit to the park, a new book, a break from doing chores, a special treat, etc.).
- I will make sure my child is in bed by _____ p.m. and the alarm clock is set for _____ a.m.
- I will find a relative, friend, or neighbor who can take my child to or from school if I can't. I can list who can help on the attached Help Bank.
- I will set up medical and dental appointments for weekdays after school.
- I will adhere to the [CARE Symptom Guide](#) if my student isn't feeling well.
- If my child cannot avoid missing school, I will contact the teacher for tips and resources to keep my child learning.

To improve my attendance, I commit to the following:

1. _____
2. _____
3. _____

We will review progress to meet this goal in two months.

Family Signature: _____ Date: _____

School Staff Signature: _____ Date _____

Adapted from materials created by Early Works at Earl Boyles Elementary School in Portland, Oregon
<https://childinst.org/our-work/early-works/>

My Family's Help Bank

Create Backup Plans For Getting to School

1. My Family:

2. Everyday Helpers:

3. Occasional Helpers:

4. Potential Helpers:



My Family: List who lives in your house.

Everyday Helpers: Identify who you can call on to help you get to school or resolve a problem. These are people like friends, neighbors, school staff, and relatives who can help regularly.

Occasional Helpers: Identify people who probably cannot help every day, but can help in a pinch. Maybe it's a godparent, a relative, or a friend who lives outside your neighborhood but can be there for short stints.

Potential Helpers: Identify people who are part of your school, community, place of worship, or neighborhood who are able to help if you ask.

If I need help getting my child to and from school. I will ask the following people to be our back-up:

Name: _____

Best Contact Number: _____

Name: _____

Best Contact Number: _____

Name: _____

Best Contact Number: _____



September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	5	6	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
4	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	5	6	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	5	6	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Chronic Absence = 18 absences (10% of school year)

Warning Signs = 10-17 absences

Satisfactory Attendance = 9 or fewer absences

My student was present _____ days

My student was absent _____ days

My goal is to improve my students' attendance. I will ensure my students miss no more than _____ days for the rest of the year.