

HOW TO...

Lead Weekly Student Success Summits (the Agenda)

THIS SHOWS HOW TO:

- 1.1: Create positive school climate.
- 1.2: Implement a tiered attendance plan.
- 2.1: Support "Success Mentors."
- 2.2: Offer incentives.
- 3.1: Communicate with families.
- 3.2: Partner with community.
- 3.3: Connect to Task Force initiatives.
- 4.1: Host the weekly Student Success Summit
- 4.2: Use attendance data.

THE BASICS

The suggested standard agenda is 40 to 60 minutes.

1. **Principal's Aggregate Data Presentation (5-10 minutes):** Principal presents overview of aggregate attendance and distributes weekly summary. The Goal: Give group a macro overview of key attendance/absenteeism metrics weekly. Brief group Q/A and troubleshooting to understand what school wide data shows.
2. **Early Warning Action-Needed report by Principal or Principal designee (5-10 minutes):** Group reviews "5 and 10 day report" (RPCA) or identifies individual students noted to have changed attendance patterns. Goal: Apply early interventions to keep students on track - and reduce chronic absenteeism later. Group reviews list, problem solves, and develops interventions to apply.
3. **Success-Mentor (or equivalent) Report (5-10 minutes):** Success Mentors (or representative) or community-based partner presents summary of their approach to supporting students and special projects they are working on. Success Mentors might present 1-2 students as case study. Goal: Present best practices; good news/bad news; troubleshoot.
4. **Chronic Absentee Target List Report (20-30 minutes):** The bulk of the meeting should be on at least a subset of the students named on the Target List. The focus for the first weeks should be on students in key transition grades (K-1, 6, 9). Select 3-5 case studies to discuss. Leave time to talk about how to apply what you learn on a macro level.
5. **Review your school wide interventions - and make sure you're doing them well (5-10 minutes):** Assess the state of school climate and general student engagement. Check in on processes to collect and check attendance data daily and make calls home. Plan or reflect on attendance celebrations or incentives.

HERE'S WHAT HAS BEEN TRIED

Use the RYIS (Interval Report on ATS) or RGST (Register and Attendance Report by grade code in ATS) are quick ways to get an aggregate report of school attendance.

Collect and use teacher input, even if they cannot be at the weekly meeting. The "Early Warning Action Needed" list is sent to teachers weekly asking teachers for new efforts to engage the students and provide extra support. It comes with a simple form for teachers to return with feedback about actions taken and new recommendations.