

**This Shows How to**

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| <input checked="" type="checkbox"/> 1. Use weekly meetings and data to monitor chronic absenteeism. | <input type="checkbox"/> 2. Organize resources school wide to end chronic absenteeism. | <input type="checkbox"/> 3. Personalize student interventions—The Success Mentor Corps. | <input type="checkbox"/> 4. Draw on community partners to better connect with families. |
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**1. Know who has been chronically absent (“Target List”).**

Students who missed 20 or more days in the last school year are chronically absent. These students can now be identified by the new chronic absentee indicator in ATS (CHRONIC ABS).

All students who missed 20-37 days last year are flagged “C” for “chronically absent.”

All students who missed 38 or more days are flagged “S” for “severely chronically absent.”

Three Ways to Get the Target List. Pick the way that works best for you.

- Use RCHK in ATS. For *Print Indicators*, select “CHRONIC ABS” on the indicator check list screen. You will get a list of all students in the school with the “C” or “S” flag or blank (not chronically absent).
- Use RPYA in ATS. Enter 2011 for “SCHOOL YEAR IN SEPTEMBER.” This report will provide all current student and their end-of-year days missed and attendance rate. The report has to be sorted to find students who missed 20+ days.
- Use RAMO (**new!**) in ATS. Next to indicator “CHRONIC ABS” enter “#” for a report of all students chronically absent last year and the number of days they missed, by month. June will display the total days missed last year.

The CHRONIC ABS indicator cannot be updated. This is a fixed record of those students who missed 20 or more days last year.

**2. Identify Target List students to receive interventions.**

For schools with a large chronic absentee population, the Target List may be narrowed to include only those students in transition grades, K/1, 6, or 9. Or, schools may include only those students who missed 20-37 days. Students who begin to exhibit a pattern of increased absences (i.e., more than 2 days a month) may be added to Target List.

*✓ The “5 and 10 Day report” generated and delivered to schools on Wednesdays is considered an early warning list to chronic absenteeism.*

Use the Target List to plan interventions for students. Some students on the Target List will be matched with Success Mentors. Some students can be given another intervention, like an internship opportunity, a new schedule, or a student contract. Some students will receive daily calls or check-ins. Interventions can be any service or activity for students that address the issues preventing regular school attendance.

See **How to . . . Define Interventions for the Target List** for next steps.