





# School Attendance for Success! Longfellow Elementary School 2022-23

<b>Attendance Incentives &amp; Interventions</b> *Absences for any reason, excused or unexcused		<b>Quarter 1</b> 8/11- 10/14  Q1 = 46 days	<b>Quarter 2</b> 10/17- 12/16  Q2 = 41 days Cumulative = 87	<b>Quarter 3</b> 1/3- 3/3  Q3 = 42 days Cumulative = 129	<b>Quarter 4</b> 3/6 - 5/25  Q4 = 52 days Cumulative = 181
<b>TIER 1: Whole School Prevention</b>  All students eligible	<b>Incentives</b> <ul style="list-style-type: none"> <li>• 10 PBIS Points for full week on-time attendance</li> <li>• Recognition &amp; student prizes in <b>Monthly</b> School Assembly</li> <li>• Recognition with student and family awards in <b>Quarterly</b> Grade Level Assembly</li> </ul> <b>Interventions</b> <ul style="list-style-type: none"> <li>• Teacher phone call home at 2nd absence each quarter</li> <li>• Three day reminder letter sent home by teacher each quarter</li> </ul>	Missed 3 or fewer days	Missed 5 or fewer days total	Missed 7 or fewer days total	Missed 9 or fewer days total
<b>TIER 2: Individualized Prevention</b>  5% or more days missing	<b>Incentives</b> <ul style="list-style-type: none"> <li>• 10 PBIS Points for full week on-time attendance</li> </ul> <b>Interventions</b> <ul style="list-style-type: none"> <li>• Formal Tier 2 attendance letter - triggers school based meeting and attendance contract with action plan to address chronic absences</li> </ul>	Missed between 4 - 5 days	Missed between 6 - 9 days total	Missed between 8 - 13 days total	Missed between 10 - 18 days total
<b>TIER 3: Early Intervention</b>  10% or more days missing	<b>Incentives</b> <ul style="list-style-type: none"> <li>• 10 PBIS Points for full week on-time attendance</li> </ul> <b>Interventions</b> <ul style="list-style-type: none"> <li>• Formal Tier 3 attendance letter - triggers CYFD meeting to update and share attendance contract responsibilities and implementation with state agencies</li> <li>• Weekly progress monitoring of attendance with weekly call home from the office</li> </ul>	Missed between 6 - 9 days	Missed between 10 - 18 days total	Missed between 14 - 26 days total	Missed between 19 - 37 total
<b>TIER 4: Intensive Supports</b>  20% or more days missing	<b>Incentives</b> <ul style="list-style-type: none"> <li>• 10 PBIS Points for full week on-time attendance</li> </ul> <b>Interventions</b> <ul style="list-style-type: none"> <li>• Formal Tier 4 attendance letter - triggers educational neglect notification to CYFD</li> <li>• Weekly progress monitoring of attendance with daily call home from the office</li> <li>• Student will be ineligible to participate in field trips and school celebration events</li> </ul>	Missed 10 or more days	Missed 19 or more days total	Missed 27 or more days total	Missed 38 or more days total*

*\*students who miss 45 or more days of school in the school year will be subject to retention in the same grade due to lack of participation in grade level instruction*

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Your student's success in school depends on regular on-time attendance

<p><b>PERFECT ATTENDANCE</b></p> <p>100% Attendance</p>	<p>Very BEST Chance of Success!</p>		<p>Longfellow Families:</p> <p>Please ensure your child is at school. Should your child have to be out of school, remember:</p> <ul style="list-style-type: none"> <li>● <b>You must notify the school when your student is absent</b> <ul style="list-style-type: none"> <li>○ Call the school office at 575-445-9261.</li> <li>○ Send a doctor's note or parent written note within 2 days following the absence.</li> <li>○ All unverified absences become unexcused absences.</li> </ul> </li> <li>● <b>Excused absences are</b> <ul style="list-style-type: none"> <li>○ Doctor or dentist appointment with note upon return</li> <li>○ Medical illnesses                             <ul style="list-style-type: none"> <li>■ Student illness of up to two (2) consecutive days may be excused with the parent's written note</li> <li>■ Student illnesses of three (3) or more consecutive days will require a doctor's note in order to be excused. The doctor's note should be received in the office the day the student returns to school</li> <li>■ After the tenth (10) medical absence per school year, a student will be required to verify additional medical absences through a physician, the school nurse, or other medical provider. Upon medical verification of a prolonged or chronic illness (ten days or more), the school nurse will work the the family to develop an intervention plan</li> </ul> </li> </ul> </li> <li>○ Bereavement for immediate family, with parent's written notice</li> <li>○ Absences due to family emergencies or other circumstances with Principal approval.</li> </ul> <p><b>Thank you for working with your child to set good attendance habits!</b></p>
<p><b>TIER 1</b></p> <p>96-99% Attendance</p>	<p>Off to a Flying Start for Academic Success</p>		
<p><b>TIER 2</b></p> <p>91- 95% Attendance</p>	<p>Less Chance of Academic Success</p>		
<p><b>TIER 3</b></p> <p>81-90% Attendance</p>	<p>Difficult to make Grade level progress</p>		
<p><b>TIER 4</b></p> <p>80% or lower Attendance</p>	<p>Persistent Absentee: Not likely to make progress</p>	