

## DISTRICT RESOURCE ENCOURAGING REGULAR ATTENDANCE

Schools and districts can use or tailor this document to start conversations with students and families about the importance of regular school attendance. Talking about and planning for regular attendance is an important step in getting every student to school every day. Conversations should start at the beginning of the school year and the district's messaging should be consistent throughout the school year for all students — not just those who are excessively absent or habitually truant. Emphasizing the importance of attendance may prevent absences before they occur. Districts can use this document as the basis of a school newsletter article, during parent-teacher conferences or in classroom activities. Schools and districts also may use this information when notifying parents of excessive absences or habitual truancy.

### THE COST OF ABSENCES

It is important for Ohio's students to be in the classroom every day and ready to learn. Missing 10 percent of school days can make it harder for students to learn to read and keep up in their classes. Absences also can be a sign that a student is facing a difficulty in school or is facing a non-academic barrier. Attending school regularly helps children feel better about themselves and create habits they can continue through their entire academic careers.

### WHEN DO ABSENCES BECOME A PROBLEM?

While students sometimes get sick or have medical appointments, missing any amount of school can be harmful to their learning.

- Excessive Absence = missing 38 or more hours of school in one month **OR** 65 or more hours in one school year with or without an excuse
- Habitual Truancy = 30 or more consecutive hours **OR** 42 hours in a month **OR** 72 or more hours in a year without an excuse
- Chronic Absence = missing 10 percent of the school year with or without an excuse

### TALKING WITH PARENTS AND STUDENTS

- Emphasize the importance of going to school every day.
- Use the attendance calendar below at home and in the classroom to celebrate good or improved attendance each week.
- Discuss the importance of a regular bed time and a morning routine.
- Create a backup plan to get to school if your student misses the bus.
- Schedule medical appointments for after school hours.
- Contact the teacher to find out what your child missed and make a plan to complete the work if your student must miss school because of illness.
- Seek advice from teachers, school counselors or other parents to make sure your student feels comfortable coming to school and is excited to learn.
- Keep track of all absences.

### ENCOURAGE STUDENTS AND THEIR PARENTS TO CREATE ATTENDANCE GOALS

Set three goals with your student that he or she can meet this month to improve attendance.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

August 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	12	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
<b>Total hours missed this month:</b>						
October 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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				
<b>Total hours missed this month:</b>						
December 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					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						
<b>Total hours missed this month:</b>						
February 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				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			
<b>Total hours missed this month:</b>						
April 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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					
<b>Total hours missed this month:</b>						

September 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					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
<b>Total hours missed this month:</b>						
November 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			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		
<b>Total hours missed this month:</b>						
January 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	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			
<b>Total hours missed this month:</b>						
March 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				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	21
<b>Total hours missed this month:</b>						
May 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		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		
<b>Total hours missed this month:</b>						