

# Royal High School Attendance Efforts

*By Laurie Lafser, Secondary EL Coach, Royal School District*

Royal High School started additional attendance efforts last spring for the 24/25 school year by assembling an enthusiastic 14-person (with a solid core of 8) Tier 1 Attendance Team, which includes administrators, teachers, and support staff: attendance secretary, instructional coach, guidance counselors, graduation specialist, intervention/preventionist, migrant coordinator, district attendance liaison, and community prevention specialist.

Drafting a comprehensive research-based but customized action plan, the Tier 1 Attendance Team meets weekly for 30 minutes and has tackled a variety of tasks:

## Data Collection:

- Student survey in Spring '24 about the top three reasons for being absent (physical illness, school-related activities, and mental health concerns)
- Weekly regular attendance rates by building and by grade level
- Monthly chronically absent student lists
- Absence rates that exclude school-related absences
- Comparative data from the previous school year

## General Messaging About the Importance of Regular Attendance

- Attendance dashboard in the high school commons that includes building and grade-level regular attendance rates as well as daily attendance rates for students and teachers
- Intercom announcements 2-3 times per week
- Social media once per week
- Sports' programs
- ParentSquare
- During advisory period, weekly B-A-G (behavior, attendance, and grades) checks and attendance awareness lessons

## Individualized Outreach about Absences and Attendance

- One-on-one conversations with students who had missed two or more days by Day 20 of school
- Two rounds of chronically absent postcards sent to families that included prior year absences as well as number of days missed this school year
- Tier 2 referrals for chronically absent students

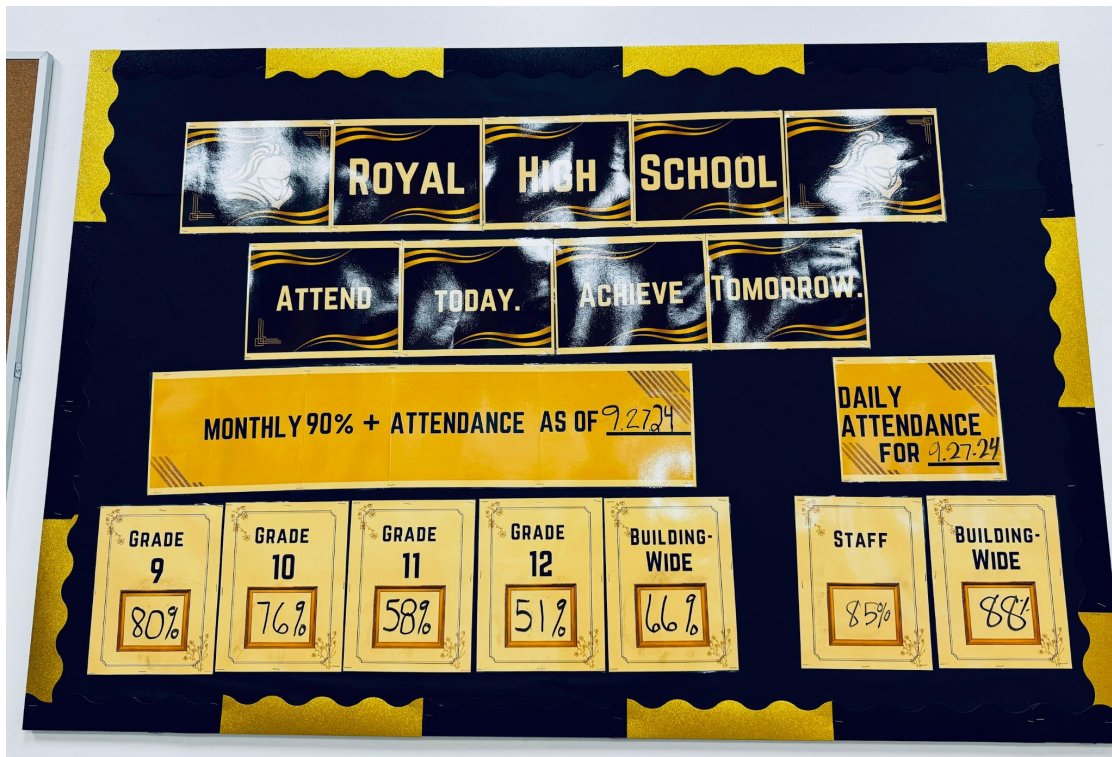


- Increased teacher-student conversations when a student is absent
- Beginning the end of January, 90% or better attendance postcards sent to families

### Creating a Culture of Regular Attendance through Celebration (in Conjunction with PBIS)

- Monthly celebrations for the grade level with the highest or the most improved regular attendance rate
- Monthly attendance certificates for students with perfect attendance and a card to put into a monthly drawing
- Classes with the highest weekly first period attendance percentage
- Beginning second semester, classroom competitions for the highest period attendance for each teacher

In examining last year’s attendance data from the first day of school to the last day before winter break, we noted a 4% increase in regular attendance. As this is the first year of our Tier 1 Attendance Team, we view this as a win! We will continue to ask how and why what we are doing is most impactful and will refine our system accordingly.



Attendance Data Dashboard located in the Royal High School Commons, which is updated weekly for regular attendance and daily for daily attendance.

**RHS Attendance Improvement  
Tier 1 Meeting Agenda and Minutes**

<b>Date:</b> 1.15.25, 1:30-2:00	<b>Attendance:</b>			Our "If-Able" Members
<b>Topics</b>	<b>Additional Information on Topic</b>		<b>Notes/Action Steps</b>	
1. How are you showing up today?	-1-10, optional explanation		N/A	
2. Review of last meeting	-Look at 1.8.25 minutes		N/A	
3. School-wide attendance data	<a href="#">-Regular Attendance Rates Graph 1.15.25</a> <a href="#">-24/25 Regular Attendance Rates-Comprehensive Table</a>			
4.				
5.				
6.			-	
7. Next Steps	1.22.25 1.29.25 2.5.25			