



# Providence Public Schools

## Attendance Intervention & Strategy

Summer & Fall 2022 Update



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# 01 Attendance Strategy Overview

Early



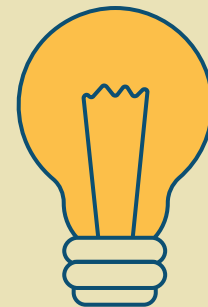
Often



# Attendance Intervention Strategy Overview

The PPSD Attendance Intervention Strategy is focused on ***early, quarterly, and restorative*** attendance interventions.


This data-driven, evidence-based strategy will ensure an ***equitable and collaborative culture*** used to engage PPSD students and families



Early

Quarterly

Restorative



# 02

## Summer Outreach

August 9<sup>th</sup> - August 29<sup>th</sup>

The combined "Back to School" and attendance outreach efforts by Providence Public Schools.

Data Driven



Culture



# Community Walks

Providence  
Schools

**WE CARE!**  
**¡LO VALORAMOS!**

Back to School  
Information!

SCAN HERE

ESCANEE AQUI

¡Información de  
regreso a clases!

Dear / Estimado/a \_\_\_\_\_,

Providence Public Schools have been trying to reach you.

We want to make sure your child is on the right track educationally, socially and emotionally.

Please connect with us as soon as possible by calling the Family and Community Engagement Office at 401-456-0686.

Thank you.

Las Escuelas Públicas de Providence han estado tratando de comunicarse con usted.

Queremos asegurarnos de que su hijo(a) esté en el camino correcto a nivel educativo, social y emocional.

Comuníquese con nosotros lo antes posible llamando a la Oficina de Participación Familiar y Comunitaria al 401-456-0686.

Gracias.

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# Community Walks



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**WE CARE!**  
**¡LO VALORAMOS!**



# “It Takes a Village”

Providence Public Schools staff hit the streets to meet the community where they are at, and our efforts were featured on WPRI Channel 12.





# Back to School Events



# 03

## Summer Outreach Data

Address “No Show” Students

Can we measure the impact of being out  
in the community?

Data



Analysis

# Outreach Data

Entire SY 21-22

**27,867**

- This data is comprised of all outreach measured by the community outreach form

Community



August 9th-29th SY 22-23

**1786**

- This data is comprised of attendance outreach
- These outreach attempts already account for **6.4%** of total outreach in SY21-22

Equity

Combination of home visits, in-person at school, phone calls, and mixed outreach attempts.

# Outreach Data

August 9<sup>th</sup>-August 29<sup>th</sup>

Regular Web Traffic



**60,000**

- This is the number of individual visits to providenceschools.org for all subject matter in the month of August

Commitment

QR Code

**9,391**

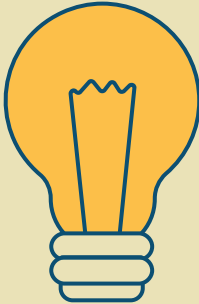
- This is the number of individual visitors to the PPSD Back to School Page - many who used our QR code
- 16% of all site visitors in August had direct contact with our attendance resources

Presence



# Financial Commitment to Attendance Intervention

- \$161,000 through the Equitable Access Initiative
- \$75,000 for PPSD T-shirts and hoodies for attendance incentives
- \$195,000 investment in Restorative Attendance Mentors
- \$2,000 used to purchase door hangers and QR code stickers

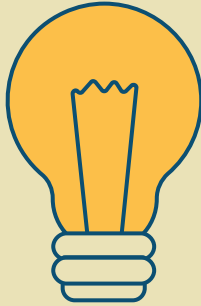
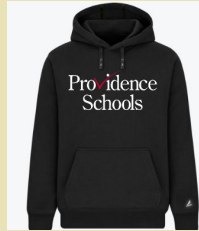


Innovate

Discover

Evaluate

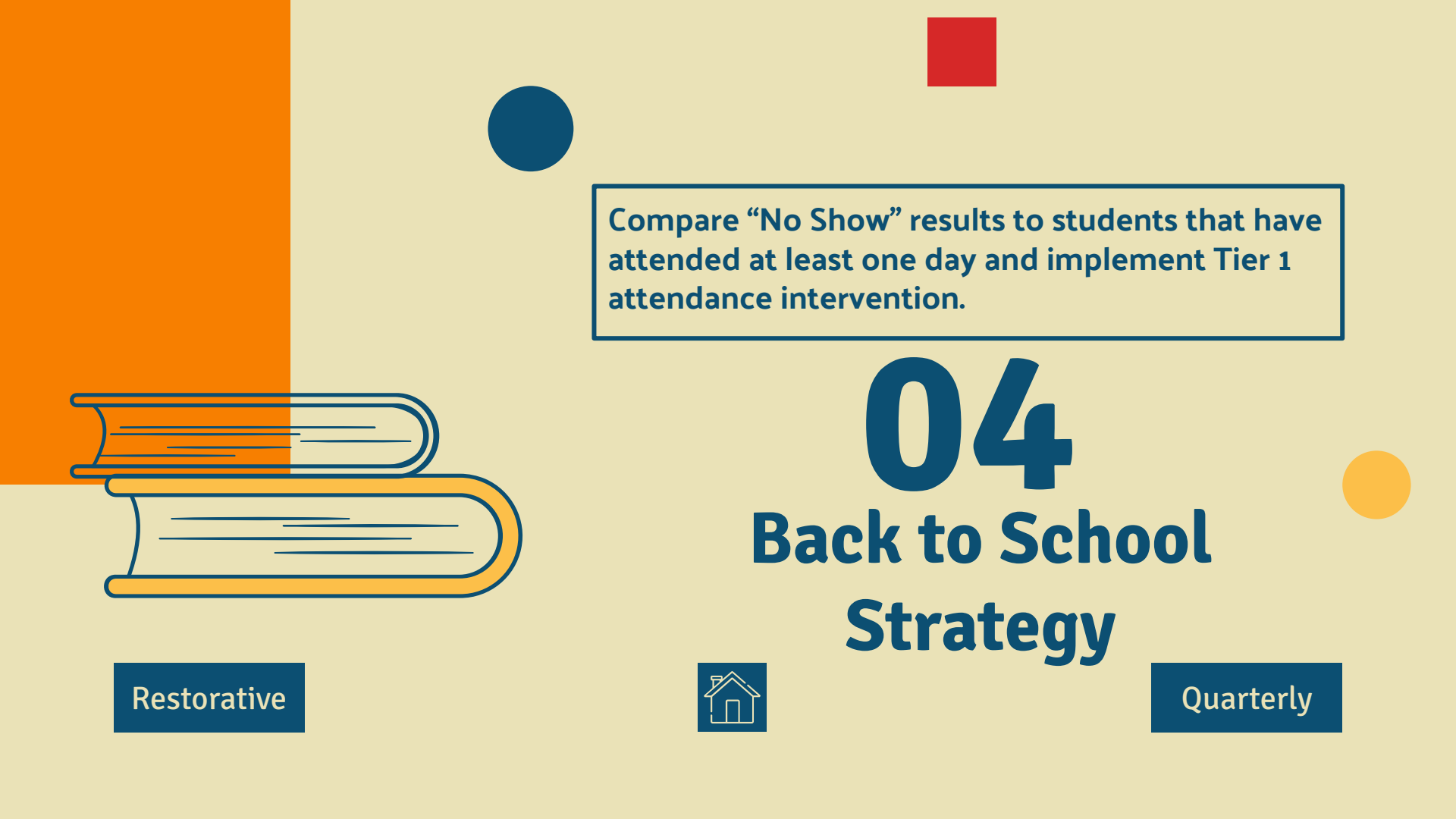
# PPSD T-Shirts for Attendance Incentives



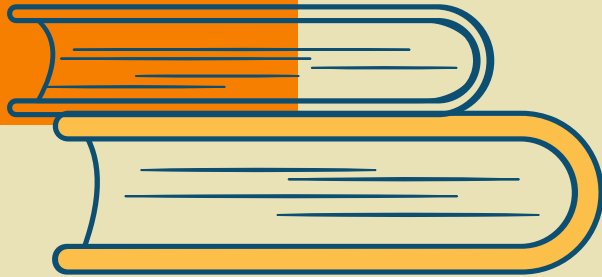
Motivate

Reward

Engage



Compare “No Show” results to students that have attended at least one day and implement Tier 1 attendance intervention.



# 04

## Back to School Strategy

Restorative



Quarterly

# Week One Administrator Attendance Strategy Communication Tool

## Attendance Strategy-First Week of School

("No Show" Intervention)

### Day 1 Absent (8/29/2022)

- ✓ Begin First Intervention
- ✓ Phone call
- ✓ Email - Include parent name, student name, Sample Verbiage: The first week of school is important to establish the continued success of all students. If you need assistance with back to school information or attendance please reach out to: Contact at your school.
- ✓ Text Message - Using personal phone numbers is not recommended.
- ✓ Kinvo Message
- ✓ Prepare staff for home visits on day 3. Please make your School Counselors volunteers, Community Specialist, Culture Coordinators, Restorative Attendance Mentors(HS Redesign Schools), and teacher volunteers aware of this potential intervention.

\* All documentation of interventions must be entered into the [Community Outreach Form](#) in Skyward

\* Comments are not required in the Community Outreach Form for attendance intervention

### Day 2 Absent (8/30/2022)

- **Begin "No Show" Plan for Students Absent Consecutive Days**
- ✓ Administrator check email from Skyward for 8/29/2022 attendance report
- ✓ Reach out to all listed contacts in Skyward
- ✓ Use all contact methods
- ✓ Prepare Home Visit list for students who will potentially miss their 3rd day
- ✓ Gather volunteer staff to do home visits before, during, or after school

### Day 3 Absent (8/31/2022)

- **Student Enrollment Verification**
- ✓ Administrator check email from Skyward for 8/30/2022 attendance report
- ✓ Verify Student in ERIDE
- ✓ Log in to your ERIDE account > Go to SASID > Enter student's state ID
- ✓ If you can verify that the student does not live at the address in Skyward, begin removal of student from your roster.
- ✓ Home Visit -It is recommended that home visits begin if possible
  - Use [Home Visit strategies](#)
- ✓ Attendance Letter
  - Begin process of creating certified attendance letter
    - No A-8 Form needed for students that have not been present in your school
    - Generate a certified attendance letter at 3 days absent in order to expedite the withdrawal process
    - If a certified letter is returned with no response proceed with the withdrawal process.

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# Week Two Administrator Attendance Strategy Communication Tools

## Attendance Strategy-Second Week of School

("No Show" Best Practices)

### No Show Data

#### • Compare Standard Absences with "No Shows"

- ✓ "No Shows" are defined as students that have not attended the first 5 days of school
- ✓ Share the "District No Show" & "District Attendance Rate" spreadsheets with your attendance staff ("Only your school's data")
- ✓ Spreadsheets will be updated and emailed daily until 9/12/2022
- ✓ Separate "No Show" students from students that have attended at least one day of school by comparing your Skyward report to the spreadsheets
- ✓ You can make a copy of the "District No Show" spreadsheet for your school and add a column for interventions
- ✓ Keep Track of No Show interventions on the spreadsheet and in the Community Outreach Form

### Standard Attendance Data & Intervention

#### • Begin or Continue Tier 1 Attendance Outreach

- ✓ Continue to download your daily attendance reports in Skyward
- ✓ Utilize the "District Attendance Rate" spreadsheet for additional data
- ✓ Begin Tier 1 attendance intervention when a

student reaches 2 days absent (not including the students that are "No Shows")

- Phone call
- Email - Include parent name, student name, Sample Verbiage: The first week of school has passed and the second week of school is important to establish the continued success of all students. If you need assistance with back to school information or attendance please reach out to: Contact at your school.
- Text Message - Using personal phone numbers is not recommended.
- Kinvo Message
- ✓ Prepare staff for home visits on day 4 absent. Please make your School Counselors volunteers, Community Specialist, Culture Coordinators, Restorative Attendance Mentors(HS Redesign Schools), and teacher volunteers aware of this potential intervention.

### Home Visits

#### • Utilize Home Visit Strategies

- ✓ Home Visit -It is recommended that home visits are used for "No Shows" to verify residency
  - Use Home Visit strategies for safe community intervention
- ✓ If you can verify that the student does not live at the address in Skyward, begin removal of student from your roster
- ✓ Students that have attended at least one day of school that are not considered "No Shows", conduct home visits if:
  - The student has 3 absences or more
  - You have made documented unsuccessful outreach attempts
  - Continue to gather volunteer staff to do home visits before, during, or after school

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## Community Outreach Form

### • Documentation of Attendance Intervention

- ✓ The district is gathering attendance outreach data using the community outreach form. All other attendance intervention tracking can not be extracted from Skyward for district reporting
- ✓ Backlog any outreach attempts in the Community Outreach Form
- ✓ Administrators can monitor Community Outreach Form data by following these instructions
- ✓ Use all contact methods
- ✓ Prepare Home Visit list for students who will potentially miss their 3rd day
- ✓ Gather volunteer staff to do home visits before, during, or after school
- ✓ Verify Student in ERIDE
  - Log in to your ERIDE account > Go to SASID > Enter student's state ID
- ✓ If you can verify that the student does not live at the address in Skyward, begin removal of student from your roster.
- ✓ Home Visit -It is recommended that home visits begin if possible
  - Use Home Visit strategies
- ✓ Attendance Letter
  - Begin process of creating certified attendance letter

- No A-8 Form needed for students that have not been present in your school
- Generate a certified attendance letter at 3 days absent in order to expedite the withdrawal process
- If a certified letter is returned with no response proceed with the withdrawal process.

### eRIDE

#### • Investigate if Students No Longer Attend PPSD

- ✓ Verify Student in eRIDE
- ✓ Follow eRIDE instructions for verifying student enrollment
- ✓ This tool can only be used if students attend another public school in the state of RI

### Student Withdrawal Process

#### • Documented Intervention Leading to Withdrawal

- ✓ Schools can begin the withdrawal process once a student has reached 10 consecutive days absent
- ✓ Withdrawal can also begin once a student has been verified as:
  - Attending school in another district or state
  - Not living in current residence listed in Skyward
- ✓ Documented verification of outreach attempts is extremely important to begin the withdrawal process
- ✓ Regular and Certified attendance letters should be generated on the fifth consecutive day absent

- \* Please contact Student Support should you need assistance.
- \* Always adhere to RI Attendance Law

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# Week Three Administrator Attendance Strategy Communication Tool

## Attendance Strategy-Third Week of School (10 Day Consecutive Absence)

### Documented Intervention

#### ◆ Be Sure to Document the Following Before Student Withdrawal:

- Tier 1 attendance intervention
  - Phone call
  - Email - Include parent name, student name. Sample Verbiage: The first week of school has passed and the second week of school is important to establish the continued success of all students. If you need assistance with back to school information or attendance please reach out to: Contact at your school.
  - Text Message - Using personal phone numbers is not recommended.
  - Kinvo Message
  - Home Visit

### Out of District Students

#### ◆ Verify if the Student is Enrolled in Another School District

- Utilize the [eRIDE](#) tool for students attending other RI school districts
- Use [eRIDE instructions](#) if needed
- If a parent verifies the student has been withdrawn, utilize the "Student Withdrawal Form"
- If the student is attending an **out of state school**, please request an enrollment letter from that school district
- Document all information and intervention

### 10 Consecutive Days Missed

#### ◆ No Contact With Student or Family

- Document all outreach attempts in the Community Outreach Form
- Students who are enrolled but do not attend the first five (5) consecutive school days of the year will be considered a no-show.
- If you can verify that the student does not live at the address in Skyward, begin the withdrawal process
- Per the first week attendance strategy, interventions should be documented, and certified attendance letters created
- If the school has verified through documented intervention or home visit, and certified letter that the student does not live at the address, the student withdrawal process can begin
- Should a student arrive during this 10-day period, the student must remain enrolled

### Community Outreach Form

#### ◆ Documentation of Attendance Intervention

- The district is gathering attendance outreach data using the community outreach form. All other attendance intervention tracking can not be extracted from Skyward for district reporting
- Backlog any outreach attempts in the [Community Outreach Form](#)
- Administrators can monitor Community Outreach Form data by following these [instructions](#)
- Use all contact methods
- Prepare Home Visit list for students who will potentially miss their 3rd day
- Gather volunteer staff to do home visits before, during, or after school

\*\*Always adhere to [RI Attendance Law](#)



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# District-Wide Attendance Letters

This template will be communicated to families for the 3 tiers of attendance intervention. We continue with the attendance hero theme and have included a child superhero in this communication.



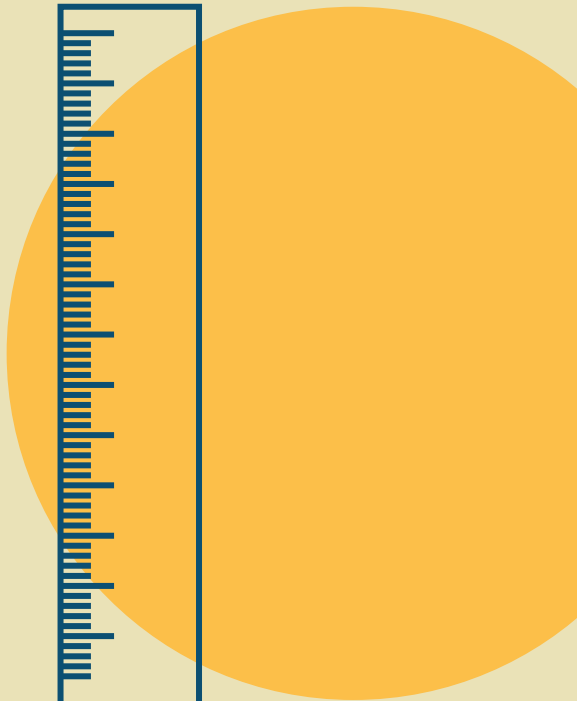


## Preparing Attendance Teams

Attendance teams will be surveyed next week to gauge their preparation for SY22-23.

# 05

# Attendance Teams



Targeted



Frequent

# Mandatory Attendance Team Construction

Student Support Services has assigned a resource to each school to coach and support attendance teams



## PPSD Attendance Team Checklist SY22-23

Please take a few minutes to assess your school's attendance team and effectiveness addressing student engagement, attendance data capture, and chronic absenteeism.

Email \*

Valid email

This form is collecting emails. [Change settings](#)

School Name

Short answer

Short answer text

Please verify that you have these mandatory members of your attendance team. \*

- Administrator
- Social Worker/School Psychologist
- Culture Coordinator (Secondary)
- Community Specialist (Secondary)
- School Counselor

Who is the administrator lead for your school's attendance team (first name, last name) \*

Short answer text

Please verify if you have any of these recommended members of your attendance team. \*

- Teacher
- Restorative Attendance Mentor (Secondary)
- School Nurse

# District Attendance Team

The *District Attendance Team* is tasked with the **review and creation of attendance policy**, as well as **attendance oversight to support schools** in the implementation of the attendance policy and intervention strategy.

## Attendance Intervention Needs

- ☀ Auto notification to attendance teams
- ☀ Auto notification to families
- ☀ Digital postcards or nudges
- ☀ Access to attendance and outreach data for everyone
- ☀ Auto-populated attendance letters
- ☀ Tier 3 resources and support
- ☀ Improvement of attendance documentation



Continue to Improve Attendance Strategy

What's next for phase 1 of attendance intervention?

06

- **Attendance Academy**

Back



Next



# Attendance Academy

The **Attendance Academy** is tasked with the **development, training, and improvement** of attendance intervention strategy at Providence Public Schools.

We are building a team of PPSD and community heroes and that will combine their efforts to address chronic absenteeism.

We are recruiting a **school counselor, student, community specialist, administrator, community partner, and a parent to help lead this effort.**

## Join Our SuperHero Team! Attendance Academy

Greetings from the Attendance Academy.

The office of Student Support is excited to communicate the creation of the Providence Public Schools Attendance Academy.

### What is the Attendance Academy?

As part of the ongoing battle to combat chronic absenteeism, we need the participation and commitment from individual heroes that have already joined the fight!

The Attendance Academy is tasked with the development, training, and improvement of the attendance intervention strategy at Providence Public Schools. A team of attendance heroes that work in, attend, or support Providence Public Schools needs to assemble to defend our students against chronic absenteeism. The Attendance Academy will:

- ✓ Design attendance incentive programs
- ✓ Make recommendations to attendance strategy
- ✓ Create attendance events for the district and at schools
- ✓ Design communication and delivery methods for attendance intervention
- ✓ Work with other PPSD teams to engage students and families
- ✓ Create training materials to be used by schools and families
- ✓ Plan the first ever Attendance Academy Awards for the efforts of school attendance intervention teams

We are looking to recruit a school counselor, community specialist, administrator, restorative attendance mentor, student, community partner, and a parent to join forces and help with the Attendance Academy initiative. Are you up to the challenge? If you believe that you are the attendance hero that we need to make a difference for our students, we would love to have you.

### How do I Apply for Attendance Academy?

Please send an email to the Executive Director of the Attendance Academy, Stephen Grace: [Stephen.Grace@ppsd.org](mailto:Stephen.Grace@ppsd.org). In your email, state your name, your position (student, parent, employee & employee title), and why you want to join the attendance academy. Meeting sessions will be created to speak with all interested attendance heroes.

The attendance Academy is looking forward to assembling this superhero attendance intervention team. Let's win the battle against chronic absenteeism together!

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