Tier 1 Attendance Teaming Routine Checklist

How are we currently doing?

☐ Weekly calendared meetings

☐ Clear roles and responsibilities

    ☐ Team Lead: Designs and facilitates meetings

    ☐ Data Champion: Makes sure visual data is ready for meetings

    ☐ Note Taker: Takes meeting notes and makes sure decisions and action items are tracked

    ☐ Norm Keeper: Helps team follow norms

☐ Tier 1 data is prepped and used during the meeting

    ☐ Bring % of students with <2 absences cumulative month to date

☐ Follow-up and report on previous next steps

☐ Reflect on data: What worked? What needs to change?

☐ Decide on next steps using Tier 1 evidence-based strategies

☐ Communicated "next steps" and data with all staff

      We then move on to tier 2 and 3 support for students.

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