

Attendance Meeting Agenda

Date & Time:	Facilitator:	Note Taker:
Data Lead:	Timekeeper:	Members:

Meeting Purpose:

Agenda Topics

Time	Topics
5 min	Ice Breaker/Activator or Celebrate Successes
5 min	Aggregate data trends: High-level picture of all students by tier and by attendance categories (satisfactory, at-risk, moderately chronically absent, severely chronically absent, extremely chronically absent). Is it getting better or worse?
5 min	Unpacking Patterns: Identify any patterns or trends across groups of students. What insights does the team have about common barriers or what might be contributing to positive outliers?
20 min	Tiered System of Support: Strategies for strengthening your tiered system of support. Take a year-long approach. Discuss possible solutions to the barriers students are experiencing and identify systemic interventions (e.g., walking school bus).
20 min	Students Needing Tier 2 or Tier 3 Supports: Review individual students as a team; determine who follows-up with individual or groups of student(s) and/or families. Outreach to students and families to determine barriers/causes for absence; assign interventions and offer appropriate resources.
5 min	Meeting Decisions and Next Steps: Summarize decisions and assign responsibility for next steps.

Meeting Notes

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Next Meeting:

Action Items	Person(s) Responsible	Deadline	Update/Notes

Agenda Topics Adapted From [Attendance-Works-Guidance-for-SCHOOL-Attendance-Teams](#)