

The Workshop Model of Community Engagement Boards

Introduction to Workshops

An Attendance and Truancy Workshop is a modification of a CEB designed to serve many families and students at once. They typically include a presentation that provides information on attendance expectations, truancy processes, and resources. Often workshops include community partners and representatives to support connecting families to local resources and raise awareness of alternative educational opportunities. Some workshops include personalized one on one opportunities for district, school, or court staff, and community partners to meet with families individually to identify barriers and develop an attendance plan tailored to each student's unique circumstance, focusing on removing barriers to regular attendance.

Workshops can be offered in person or through a virtual platform. Workshops are intended to increase attendance and reduce the need for further intensive intervention — such as a CEB or a truancy petition — for students and families.

A truancy workshop is not a legal requirement in Washington's truancy process. However, several districts and counties in Washington state have successfully implemented workshops that reduced the number of students needing to move on in the truancy process.

Workshop Set-up

OSPI encourages that logistics be carefully considered to ensure the space can comfortably accommodate students, their families, and any additional guests. It is recommended to designate greeters to welcome families, answer questions, and confirm attendance at the workshop.

Workshop Presentation

Developing a comprehensive presentation that contains engaging content and is the correct length to keep families engaged and informed can be challenging.

Here are some recommendations to help achieve a successful presentation:

Start with a Strong Introduction:

- Introduce yourself, your role, and the roles of those partnering with you
- Explain the importance of regular school attendance and its impact on the whole child, from academic success to social development



Engage the Audience:

- Ask the audience questions
- Provide a brief overview of the Washington state compulsory attendance laws ([Chapter 28A.225 RCW](#)) and Rebecca Hedman to highlight their significance for students and families

Use Clear and Simple Language:

- Avoid acronyms
- When possible, use visual aids and provide handouts in English and the family's home language
- Offer translation services if the presentation is not in the family's home language
- Have copies of the attendance plan ready for their personalized meetings

Provide Relevant Data and Statistics:

- Provide local attendance information, graduation rates, local cost of living, and average earnings based on educational attainment.

Highlight Resources and Supports:

- Explain how families can communicate with the school about absences
- Inform students and families about available resources and supports, such as counseling services, community programs, and alternative educational options

End with a Call to Action:

- Conclude by encouraging the audience to take specific steps to improve attendance.
- Connect families with their designated school, district, court, or community partner for a personalized meeting.

Find a sample Attendance & Truancy Workshop presentation [here](#).

Resources

Workshops can provide space for community partners to offer resources that help families address barriers to attendance such as healthcare, housing, after-school programs, and community services. These resources can be made available before or after the presentation. To ensure accessibility, consider the following options:

- **Flyers and Informational Tables:** Set up tables with flyers and information for volunteers and school personnel to distribute
- **QR Codes:** Use QR codes linked to a digital list of resources that families can scan and bookmark on their devices
- **Printed Resource Lists:** Print a resource list on the back of the student attendance plan that families take home

There are many creative ways to provide resources to families, such as using an application like [211-Washington](#) with local resources or distributing foldable cards that fit in a wallet. Remember to review and update resources regularly.

Community Volunteers

[RCW 28A.225.025](#) addresses truancy through coordinated interventions between courts, school districts, and community partners to identify and address barriers to school attendance. OSPI identifies that the workshop model can meet the requirements of a Community Engagement Board (CEB) only when community partners are a part of the personalized meetings in the development of an attendance plan.

Read more about [identifying volunteers for your CEB here](#).

Contact

For questions, please contact Attendance@k12.wa.us.