# **Attendance Teaming Assessment**

**Purpose**: This assessment will help your team evaluate your current implementation of attendance teaming practices and identify areas for growth. Complete this at the end of your network meeting to track progress over time.

**Instructions**: Rate your team's implementation level for each item on a scale of 0-3:

**0 = not at all 1 = slightly 2 = mostly 3 = always**

### Meeting Structure and Processes

|  |  |  |  |
| --- | --- | --- | --- |
| **Practice** | **Rating (0-3)** | **Evidence this Practice is in Place** | **Next Steps**  *(What could we do better?)* |
| Regular meetings are calendared, shared with teammates, and consistently held |  |  |  |
| Team roles are clearly defined (Lead, Data Champion, Note Taker, Norm Keeper), utilized and distributed across team members |  |  |  |
| Team agreements are reviewed and followed |  |  |  |
| Meetings follow a structured agenda with dedicated time for data review and strategy discussions |  |  |  |
| Meeting effectiveness is evaluated (example: Fist to Five) |  |  |  |
| All team members feel included and valued on the team |  |  |  |

**Action and Accountability**

|  |  |  |  |
| --- | --- | --- | --- |
| **Practice** | **Rating (0-3)** | **Evidence this Practice is in Place** | **Next Steps**  *(What could we do better?)* |
| Action items are clearly documented with responsible persons and deadlines |  |  |  |
| Team follows up on previous action items at subsequent meetings |  |  |  |
| Team members complete assigned tasks between meetings |  |  |  |
| Success is celebrated and lessons learned are documented |  |  |  |

### Data Driven Practices & Tier 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Practice** | **Rating (0-3)** | **Evidence this Practice is in Place** | **Next Steps if applicable**  *(What could we do better?)* |
| Data is prepared in advance of team meeting by Data Champion |  |  |  |
| Tier 1 Aggregate Data is always reviewed and discussed |  |  |  |
| Team uses data protocols (or a set of inquiry questions) to guide discussion |  |  |  |
| Team reviews multiple data sources (Dashboard, student groups, period/day trends) over time |  |  |  |
| Data is used to make decisions about strategies |  |  |  |
| Team maintains a run chart or other visual tracking of progress measures |  |  |  |
| Team uses a Plan Do Study Act (PDSA) approach to try small tests of change (i.e. See if the strategy was done as planned, if it worked or not, and adjust before trying again). |  |  |  |

### Tiered Attendance Strategy Implementation

|  |  |  |  |
| --- | --- | --- | --- |
| **Practice** | **Rating (0-3)** | **Evidence this Practice is in Place** | **Next Steps**  *(What could we do better?)* |
| Team has identified the specific problems they are trying to solve |  |  |  |
| Team has identified a working theory of the problem |  |  |  |
| Team has selected a strategy that is directly related to the problem and the theory |  |  |  |
| Team has a process for addressing barriers to implementation |  |  |  |

### Scaling up Attendance Strategies

|  |  |  |  |
| --- | --- | --- | --- |
| **Practice** | **Rating (0-3)** | **Evidence this Practice is in Place** | **Next Steps**  *(What could we do better?)* |
| Communication plan exists for sharing with staff, students, & families |  |  |  |
| Plans are made for appropriate scaling up of strategy or intervention |  |  |  |

## 

### Reflection Questions

1. What is our team's greatest strength in implementing attendance improvement practices?
2. What is our most significant area for growth?
3. What specific action will we take in the next two weeks to strengthen our foundation?
4. What resources or support does our team need to improve our implementation?

## **Next Assessment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**