



THE POWER OF PRESENCE

◆ LDOE ATTENDANCE ◆

Attendance Team Meeting Agenda Template

This agenda template provides a framework for your attendance team meetings and aligns with the High Quality Professional Learning Cycle.

Attendance Team Agenda: DATE

Define Purpose

Things to consider when defining the purpose of the meeting:

- Describe the purpose of the meeting.
- What need is being addressed in the meeting?
- What are the meeting's objectives?

Receive New Learning

- What new learning will the attendance team members obtain from this meeting?
 - Examples of new learning could include: data collection expectations, data analysis processes, attendance barriers and solutions, etc.
- How does the new learning address the identified need?

Internalize & Practice

- How will the participants internalize and practice the meeting's new learning?
- What will be the participant outcome of the internalize and practice time?

Implement the Learning

- How should attendance team members implement this learning based on their roles?
- What "next steps" are communicated to the participants?

Assess Impact

- How will the impact of the meeting's learning be assessed?

Determine the impact of interventions on student attendance outcomes.

Use the data and evaluation findings to inform decisions about continuing, modifying, or discontinuing interventions.

Bring back evidence to respond to the following questions:

Are absenteeism rates reducing for students who are receiving interventions?
Are interventions addressing underlying causes of attendance problems?

