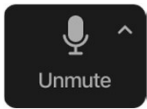
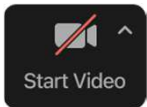


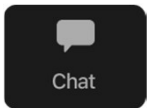
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.





THE POWER OF PRESENCE
◆ **LDOE ATTENDANCE** ◆

September 2026 Attendance Monthly Call

Enhancing Academic Success Through a Statewide Attendance Strategy

Agenda

- Introduction/Sign In
- Monthly Call Focus & Purpose
 - Attendance Awareness Month
 - Requirement Reminders
 - FINS Referral Process
- Updates

Please email attendance@la.gov with questions.



Attendance Awareness Month



September is Attendance Awareness Month

- **Incentivize Attendance**

- Use student centered rewards, classroom challenges, celebrations, and recognition for good or improved attendance. Highlight the importance of attendance for academic achievement and overall student success.
- Create positive, student centered incentives that motivate students to attend school consistently. Incentives should recognize not only perfect attendance, but also improved attendance, consistent weekly attendance, and progress toward individual goals. This allows more students to participate and succeed.

Please email attendance@la.gov with questions.



September is Attendance Awareness Month

- Leverage various communication platforms to share your attendance messaging.
 - Consider utilizing students, school personnel, and community partners as voices in your messaging campaign.
 - Share details of your targeted incentives that celebrate consistent attendance and improved attendance.

Please email attendance@la.gov with questions.



Attendance Awareness Month Considerations

Engage and Educate Families

- Help families understand how absences affect learning and share clear information about attendance expectations and available support.
- Focus on the benefits of school attendance.
- Recognize parents and guardians as essential partners in education.
- Promote student engagement and connection to curricular and extracurricular activities.
- Share how families can contact the school with questions or concerns.

Please email attendance@la.gov with questions.



Attendance Awareness Month Considerations

Monitor Attendance and Respond Early

Review attendance data daily, identify patterns quickly, and connect students and families with support before absences become chronic.

- Review attendance data daily.
- Identify patterns and warning signs
- Connect with families early
- Identify and address barriers
- Match support with student needs
- Monitor progress and adjust supports

Please email attendance@la.gov with questions.



Requirement Reminders



Required Attendance Recording Reminders

Daily

- Student attendance must be taken and recorded daily, at the beginning of each class period, and verified by the teacher. It must also be reported **daily** to LDOE, per [Bulletin 741 § 1105](#).
- Schools must immediately report unexplained, unexcused, or illegal absences, or habitual tardiness. The principal or designee must make reasonable efforts to notify the parent of any prohibited student absence.
- The LDOE Data Governance & Strategy team will monitor attendance submissions weekly and contact school systems who have not met Bulletin 741 submission requirements. Non-compliance with daily attendance reporting will be shared with the Attendance team for follow up and potential field-based support.



Required 3rd Unexcused Absence/Tardy Reminders

Third Unexcused Absence/Tardy Occurrence

- The principal of a school, or their designee, **notifies** the parent or legal guardian **in writing**.
- The principal or designee **holds a conference** with the student's parent or legal guardian.
- This notification includes information about the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.
- The student's parent or legal guardian signs a receipt for the notification. Document attempts (even if unsuccessful with capturing a signature).
- [Sample 3rd Unexcused Absence/Tardy Letter](#)



Required 5th Unexcused Absence/Tardy Reminders

Fifth Unexcused Absence/Tardy Occurrence

- A student is considered habitually absent or habitually tardy when this condition continues after all reasonable efforts by school personnel, truancy officers, or other law enforcement personnel have failed to correct it.
- Any student who is a juvenile and who is habitually absent from school or habitually tardy is reported by supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child.
- [Sample 5th Unexcused Absence/Tardy Letter](#)



Overview of Required Actions

Prompt	Required Action	Attendance Support
Daily	• Take attendance • Report absences to parents • School report to LEA • LEA report to SEA	• Establish an attendance team • Collect and analyze attendance data • Implement phone call, text, and email communication procedures
3rd Unexcused Absence/Tardy OR 10% Absences	• Formal written notification to parents • Conference with parents	• Implement early intervention strategies • Identify and address attendance barriers
5th Unexcused Absence/Tardy in a semester	• Formal written and/or in-person notification to parents • Report student to the appropriate judicial office	• Implement comprehensive intervention strategies • Connect with appropriate community partners • Collaborate with FINS or TASC officers
Continued Habitual Absence/Tardies	• Formal written and/or in-person notification to parents • Engage with the appropriate judicial office	• Adjust comprehensive intervention strategies based on response protocol

FINS Referral Requirements

Families in Need of Services



FINS Referrals

In keeping with Louisiana RS 17:221, 17:233 and Louisiana Children's Code Article 731, the following lists the requirements and responsibilities of the school and FINS office:

School must provide

1. **Before** FINS referral: (list dates for each of following)
 - Verbal notice to caretaker (example: phone call)
 - Written notice to caretaker about attendance (example: letter)
 - Meetings with the child and caretaker
 - Referred for intervention (School Counselor, Behavior Specialist, School Psychologist or Social Worker)
1. FINS referral must be made at **5 unexcused absences or tardies** after the school has exhausted all the resources above.
2. **After** FINS referral:
 - Bi-monthly updates to FINS office
 - End-of-year data



FINS Referrals

In keeping with Louisiana RS 17:221, 17:233 and Louisiana Children's Code Article 731, the following lists the requirements and responsibilities of the school and FINS office:

FINS may provide:

1. Assessment of family
2. Informal Family Service Plan (FINS contract)
3. Referrals to appropriate services
4. Monitoring of the plan





Questions?

Resources

Louisiana Attendance Planning

- State-Wide Attendance Strategy
- Attendance Policy and Statutes
- Attendance Data
- Attendance Team Documents
- Attendance Tiered Strategy Template

Power of Presence Attendance Webpage



Please email attendance@la.gov with questions.





Up Next

2026-2027 System Leader Regional Collaboration registration is now open!

Use the QR code below to register for the Attendance Pathway.





Updates

- Previous presentations can be found on the [LDOE Monthly Calls](#) webpage
- Next Attendance Monthly Call
 - October 1, 2026 at 8:00 a.m.