SAMPLE			
AGENDA TOPICS FOR ATTENDANCE MEETINGS			
MONTH	MEETING	WHAT	FOR CONSIDERATION
SEPTEMBER	Meeting 1 Date/time/ location	Establish Norms Review Prior Years data Establish attendance systems and their communication Set Specific Attendance Goals	• Has everyone been briefed on the attendance policies • Are they working? • How do we know? • What does the data reveal about the prior year's attendance?
	Meeting 2 Date/time/ location	Review minutes and action items Review structures and emerging hurdles Begin identifying potential attendance concerns with students	• Is the process to identify students easy and responsive? • How do we know? • What mechanisms are in place to check our system of attendance?
OCTOBER	Meeting 1 Date/time/ location	Review minutes and action items Review September attendance data by school, grade level, and period Troubleshoot Student referral status should be updated for the team	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • What is the feedback? • How has our first month of case management gone?
	Meeting 2 Date/time/ location	Discuss progress of modification if implemented Discuss student list and discuss actions; do any need to be referred Consider how to utilize upcoming report card day for enhancing attendance needs	• Are student referrals being funneled properly? • Let's review the system.
NOVEMBER	Meeting 1 Date/time/ location	Review minutes and action items Determine school-wide efforts to maintain attendance during the week of Thanksgiving Break Review October attendance data by school, grade level, and period Do any norms need to be added or changed?	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • What is the feedback? • How is case management working?
	Meeting 2 Date/time/ location	Review Quarter 1 goals and determine if modifications are needed.	• Are there any students that need winter wear to continue to come to school?

DECEMBER	Meeting 1 Date/time/ location	Review minutes and action items Determine school-wide efforts to maintain attendance during the week of before Winter Break Review November attendance data by school, grade level, and period Troubleshoot	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • What is the feedback? • Was there any notable improvement in attendance with the attention given to the shortened week of Thanksgiving? • How is case management working?
	Meeting 2 Date/time/ location	Do any attendance goals need to be reset when we return from Winter Break?	• Are we staying proactive, not reactive?
JANUARY	Meeting 1 Date/time/ location	Review Norms Consider if attendance procedures need to be reiterated to students Review current case management file and provide updates Review August through December data for probing questions and observations	• Are we entering the new year with policies and expectations clear to all stakeholders? • Do we need to organize any incentives to rejuvenate priority focus on attendance? • Are there any students that need winter wear to continue to come to school? • Are we staying proactive, not reactive?
	Meeting 2 Date/time/ location	Review minutes and action items Integrate and process new case management referrals	• Is the referral process identifying the proper students? • Are we asking staff if they are satisfied with the process? • Are the results appearing in our attendance totals?
FEBRUARY	Meeting 1 Date/time/ location	Review minutes and action items Review January attendance data by school, grade level, and period Troubleshoot Student referral status should be updated for the team Review Semester 1/Quarter process Review wins and adjustments	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • What is the feedback? • Do we need to think of new incentives? • Are we celebrating out wins?
	Meeting 2 Date/time/ location	Review minutes and action items Integrate and process new case management referrals	• Is the referral process identifying the proper students? • Are we asking staff if they are satisfied with the process? • What concrete improvements have we seen?

Month	Meeting	Agenda	Questions
MARCH	Meeting 1 Date/time/ location	Review minutes and action items Determine school-wide efforts to maintain attendance the week prior to Spring Break Review February attendance data by school, grade level, and period Troubleshoot	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • What is the feedback? • Are we meeting our goals?
	Meeting 2 Date/time/ location	Review Quarter 3 goals and determine if modifications are needed. Review minutes and action items Integrate and process new case management referrals	• Is the process to identify students easy and responsive? • How do we know? • What mechanisms are in place to check our system of attendance? • How is case management working?
APRIL	Meeting 1 Date/time/ location	Review minutes and action items Determine school-wide efforts to maintain attendance in Spring Review March attendance data by school, grade level, and period Troubleshoot	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • How do we know? • What is the feedback?
	Meeting 2 Date/time/ location	Review minutes and action items Integrate and process new case management referrals	• Is the process to identify students easy and responsive? • How do we know? • What mechanisms are in place to check our system of attendance? • How is case management working?
MAY	Meeting 1 Date/time/ location	Review minutes and action items Determine school-wide efforts to maintain attendance in Spring Review April attendance data by school, grade level, and period Troubleshoot	• What red flags are notable? • What green flags are notable? • Did incentives get executed properly? • How do we know? • What is the feedback? • Are we meeting our goals?
	Meeting 2 Date/time/ location	Review minutes and action items Integrate and process new case management referrals	• Is the process to identify students easy and responsive? • How do we know? • What mechanisms are in place to check our system of attendance? • How is case management working?
JUNE	Meeting 1 Date/time/ location	Review minutes and action items Conduct a year-in-review Are we ready to set goals for the coming year?	• What worked well? • What was a struggle? • How did we do? • Are we celebrating our work?