**Absences:**

**Attendance Liaison Job Description:**

Attendance Liaisons are highly trained staff assigned to address issues related to removing barriers to student attendance. These staff members meet with administration, students, and families to ensure that barriers to attendance are reduced or remove.

Under the direction of an assigned supervisor perform a variety of duties related to attendance and record keeping; monitor attendance and assist with various attendance procedures; communicate with parents and guardians regarding attendance problems and related issues; provide information regarding school or District programs and procedures.

Essential Responsibilities:

* Prepares and maintains accurate records and files regarding students’ attendance, tardiness, and truancy throughout progressive Tier system
* Prepares correspondence pertaining to student attendance and records as appropriate
* Communicates with students and parents regarding attendance related issues
* Makes phone calls and/or sends letters regarding student attendance concerns and problems
* Schedules truancy meetings for Tier 1, Tier 2, and Tier 3
* Attends truancy meetings
	+ Tier 1 (independently)
	+ Tier 2 (with administrator)
	+ Tier 3 (with administrator and At-Risk Coordinator)
* Conduct student assessments to identify issues of students with frequent absenteeism
* Refers students to various interventions
* Refers serious attendance problems according to established procedures

Attendance Procedures

DBA pull report **weekly**:

Leniency this year with absences (still have 8 parent notes but principals to excuse absences for illness)

Truancy meetings held over the phone or via ZOOM will be acceptable (Send paperwork home to be signed and returned)

If COVID related, students should have a letter from the Health Department to excuse for the time away. If not, principals should excuse the absences under principal discretion policy 6.200.

Attendance Liaison

3 absences:

* Phone call by attendance liaison
* Document on paperwork result of phone call and inform principal if suspected COVID

3 unexcused absences (Tier 1): Attendance Liaison conducts meeting

* Phone call by attendance liaison
* Reminder letter sent
* Document on paperwork results and inform principal if suspected COVID
* If COVID related, principal excuse under policy 6.200

5 unexcused absences (Tier 2): Attendance Liaison and Administrator conduct Meeting

* Phone call by attendance liaison
* Reminder letter sent
* Document on paperwork results and inform principal if suspected COVID
* Tier 2 meeting
* Assessment if necessary

10 unexcused absences (Tier 3): Attendance Liaison, Administrator, and At- Risk Coordinator conduct meeting

* Reminder letter sent
* Document on paperwork results and inform principal if suspected COVID
* Tier 3 meetings