

## **10 Things School Staff Can Do To Improve Attendance**

1. Make students and parents/guardians feel welcome. Make a point to say hello to every parent, guardian, and/or student you see in the halls and outside. Make it your business to know their names.
2. Create an environment that helps students feel successful in something, no matter how small it may seem. Award academic and attendance “letters,” as you do for athletics.
3. When students are absent, immediately talk to their parents/guardians -- not their answering machines. Make a personal phone call in the evening, or call parents or guardians at work during the day.
4. When students are absent, immediately talk with them about why they were gone. Let them know you are aware, and that you care that they are at school.
5. Forge a relationship with local businesses where youth may congregate when truant. Encourage and support business leaders to help you keep students in school during school hours. For example, create a poster for businesses that states, “We support youth in school and will not serve anyone under 16 during school hours.”
6. Forge a relationship with local law enforcement. Make them your allies in showing the community, families, and students that school is the place to be. Empower community police officers to return youth to school.
7. Don't provide the temptation for youth to be truant. Close your campuses during breaks and lunch.
8. Empower and expect classroom teachers to take action when they think a student may be truant. Ask teachers to make calls to absent youth or families in the afternoons or evenings.
9. Reward and recognize good attendance, not just perfect attendance. Post large signs announcing the daily attendance for the day. Find ways to publicly reward individuals, classes, or even the whole school when student attendance increases or meets set goals.
10. Make your school a place where kids feel safe and respected. Adopt a character education program that is planned and implemented by students.

### **COLORADO FOUNDATION FOR FAMILIES AND CHILDREN**

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