First 30 Days: Student Attendance Checklist

A quick-reference guide for building strong attendance habits from day one

Attendance patterns set in the opening weeks tend to hold for the rest of the year. A proactive, relationship-first approach from the beginning of the school year prevents chronic absence before it takes hold.

RaaWee ATTENDANCE+ is the most comprehensive and effective platform for improving attendance in the country. It offers built-in tools to assist school districts from the very beginning, saving hundreds of thousands of hours of effort. This enables a meaningful and results-driven Back-to-School attendance campaign.

Schedule for a Pro-Active Back-to-School Attendance Campaign	RaaWee Tools Mapping
Week 1 — Set the Data Foundation • Review last year's chronically absent and highly truant report	• Last Year's Chronic Report
Weeks 1–2 — Build Relationships Before Problems Start • Positive welcome email from the administrator to every family whose child had attendance challenges last year • Make sure at-risk students have a named adult checking in on them for at least the first 3 months • Send a survey to every family on transportation, health, or logistical barriers	• Last Year's Chronic Report – Follow-up on Barriers • Wellness Check • Broadcast - for survey

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Weeks 2–4 — Layer in Tiered Response • Recognize and welcome all students who had good attendance in a personalized note to parents and students; 94% to 96.9% attendance at the end of last year (this would be all those students who had between 6 to 12 total absences in the last year) • Send a Great Attendance Shout-out to all students who had more than 97% attendance at the end of last year. Remind them about their great attendance percentage last year in a personalized note to parents and students (this would be all those students who had less than 6 total absences in the last year) • Universal: Keep classrooms welcoming • Targeted (3 absences warning letter email, text, call): **same-day supportive text/call — "we noticed, we care", not punitive** • Intensive (5 absences in the first 4 weeks): assign a mentor; dig into root causes (health, housing, transport, engagement); students who have been a no-show for the year	• Last year, a great attendance flyer was sent to parents and students automatically in Weeks 2-3 • Warning Letters, Voice Calls, Converse • Add an intervention on the Action Board for Mentor Assignment if any student has 5 absences in the first 4 weeks • Document the barriers and assign resources to students and families
Throughout the First 30 Days • Lead with belonging and connection in messaging, not rules or truancy language • Treat families as partners — ask what's getting in the way before assuming disengagement • Break down attendance data by grade, barrier, and subgroup to catch hidden patterns • First data review meeting amongst the attendance teams	• Dashboard 3.0 – Review List of students in Tier-wise Absences, grade-wise Absences, Sub-group Attendance rates, and Barriers along with the outreach done in Attendance Teams meeting

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