



## Attendance Referral Q&A for Teachers

The Attendance Committee is streamlining the referral process for late and absent students. The Committee believes it is important to start outreach now: better weather often correlates to worse attendance. We will accept referrals even if a teacher has not first called parents. You may also submit a referral to indicate that a student should receive detention, in which case comments would be helpful.

The Attendance Committee consists of Mr. Barre, Mr. Borrero, Ms. Delio, Mr. Gonzalez, Ms. LaMonica, Ms. van Keulen, Dr. Washington, Ms. Wilson, parents, and students.

Please review the following answers to frequently asked questions:

**Q. When should I fill out an Excessive Lateness/ Absence Referral Form?**

A. You should write a referral when a student is excessively late or absent. We encourage you to call a student's home prior to filling out a referral. Even if you do not have the chance to contact parents, however, please let us know when a student is excessively late or absent. C6 teachers will follow up on your form.

**Q. Would I get feedback from the Attendance Office about my referral?**

A. Yes. The staff member who would follow up on your referral would then return the Excessive Lateness/ Absence Referral Form to you with information about the results of their calls. You would be able to give us further feedback on the student on an attached form.

**Q. When should I contact a student's guidance counselor?**

A. You could ask a guidance counselor to get involved at any time when working to deal with lateness or unexcused absences.

**Q. What are my responsibilities as a teacher when the student returns to class after having been absent for a long period of time?**

A. The student must be supported while being reintegrated into the class and be provided with make-up missed work and assignments. Please work with the student in such a case so that he or she does not become overwhelmed.

**Q. Will the Attendance Office automatically refer a student for whom I wrote multiple referrals to the Dean's Office?**

A. No. Our office only refers students to guidance counselors. You could, however, refer the student to a dean if you felt that disciplinary action was necessary. Please follow the steps below when dealing with attendance issues:

- After you initiate an Excessive Lateness/ Absence Referral, wait for the Outreach Office's response.
- If the lateness or absences continue, review the feedback you received from the Outreach Office. You may opt to refer the student to his or her guidance counselor.
- If you communicate with a guidance counselor and are certain that a student is cutting your class, please fill out the Dean's Referral for disciplinary action. For your convenience, we have attached a Dean's Referral.

A blank Excessive Lateness/ Absence Referral form and a blank Referral Feedback form are also attached to this letter.

Your outreach efforts are making a difference. Review below the encouraging **attendance trends** for the last four years for the month of September.

Month	2005-06	2006-07	2007-08	2008-09	2009-10
September	96.7%	97.3%	97.4%	97.3%	97.5%

Please emphasize again to your students the importance of being physically present and mentally engaged. **Juniors and seniors** need to be reminded of attendance requirements; some of them have already missed a significant number of days.

You can access more information about attendance at [LaProgram.org](http://LaProgram.org).

Sincerely,

Laura van Keulen, AP Data & Technology