Attendance Small Group Plan

Who to invite, why they miss school, eight sessions, and how you will measure it

Use student codes, not names, on any copy you share. Every absence counts, for any reason.

The group

Group name students will hear _____ Grades _____ Day and time _____ Counselor _____

First and last session _____ Daily check in adult(s) _____ Where students check in _____

Who to invite (attendance bands from Attendance Works)

- ☐ Missing 5 to 9.9% of days so far (at risk)
- ☐ Missing 10 to 19.9% (moderate chronic)
- ☐ Missing 20% or more: plan Tier 3 first
- ☐ A reason a group can help with (A, D or M)
- ☐ Family called first, in their language
- ☐ Not mainly illness, housing or transport
- ☐ Screened: a group suits this student
- ☐ Parent or guardian informed (district rule)

Students (codes only) and likely reasons: B barriers, A aversion, D disengagement, M misconceptions

Code	Grade	% missed at start	Likely reasons B	A	D	M	Family contact	Informed (date)	Check in adult
			☐	☐	☐	☐			
			☐	☐	☐	☐			
			☐	☐	☐	☐			
			☐	☐	☐	☐			
			☐	☐	☐	☐			
			☐	☐	☐	☐			
			☐	☐	☐	☐			

Eight session map

#	Date	Focus	Weekly goal check or note
1			
2			
3			
4			
5			
6			
7			
8			

Data plan: same length windows, totals in any report

Before window _____ During window _____ After window _____

Pre and post check _____ Session attendance _____ Share totals with _____

Notes: what families told you, what the group cannot fix, who else is helping

A planning tool for a Tier 2 attendance group, not a truancy or discipline record. Use student codes on shared copies.

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Attendance Small Group Plan

Who to invite, why they miss school, eight sessions, and how you will measure it

FILLED EXAMPLE · fictional school, students and data

The group

Group name students will hear	Grades	Day and time	Counselor
Here and Ready	4 and 5	Tue 8:10 to 8:40	J. Rivera

First and last session	Daily check in adult(s)	Where students check in
01/25 to 03/14/2028	Mr. Hale (office), P. Greene (nurse)	Counseling office door

Who to invite (attendance bands from Attendance Works)

- [ ] Missing 5 to 9.9% of days so far (at risk)
- [ ] Missing 20% or more: plan Tier 3 first
- [x] Family called first, in their language
- [x] Screened: a group suits this student
- [x] Missing 10 to 19.9% (moderate chronic)
- [x] A reason a group can help with (A, D or M)
- [x] Not mainly illness, housing or transport
- [x] Parent or guardian informed (district rule)

Students (codes only) and likely reasons: B barriers, A aversion, D disengagement, M misconceptions

Code	Grade	% missed at start	Likely reasons B	A	D	M	Family contact	Informed (date)	Check in adult
S1	4	14.8%	☐	☑	☐	☑	1/18 call	1/18	Mr. Hale
S2	4	13.6%	☐	☐	☑	☑	1/18 call	1/18	Mr. Hale
S3	5	10.2%	☐	☑	☐	☐	1/19 call	1/18	P. Greene
S4	5	14.8%	☑	☐	☐	☑	1/19 visit	1/18	Mr. Hale
S5	4	11.4%	☐	☐	☑	☐	1/19 call	1/18	Coach Lin
S6	5	10.2%	☐	☑	☑	☐	1/20 call	1/18	P. Greene
			☐	☐	☐	☐			

Eight session map

#	Date	Focus	Weekly goal check or note
1	1/25	Welcome, agreements, my mornings map	Goal: check in each day
2	2/01	Every day counts: how days add up	Count my days, privately
3	2/08	My morning routine plan	Backpack ready the night before
4	2/15	Sick or ready? and Sunday night worries	Nurse joins; calm tool
5	2/22	What I can and cannot control	Who can help with the rest
6	2/29	My people at school	Name two adults, one friend
7	3/07	Coming back after an absence	Practice what to say
8	3/14	My here and ready plan, celebration	Post check; family note

Data plan: same length windows, totals in any report

Before window	During window	After window
8 school weeks before 1/24	1/24 to 3/17 (8 weeks)	3/20 to 5/12 (8 weeks)

Pre and post check	Session attendance	Share totals with
6 items, 1/25 and 3/14	P, A, L codes	Principal, attendance team

Notes: what families told you, what the group cannot fix, who else is helping

Data review 1/14: six students in grades 4 and 5 missing 10 to 15 percent; none above 20 percent.

S4: younger siblings to drop off first. Family liaison linked the family to the before school program.

Illness or housing alone: not invited; nurse and family liaison follow up one to one instead.

Group meets at the start of the day on purpose: a reason to arrive on time. No session is a reward for attendance.

Attendance Group Data Log

Session attendance, absences and tardies before, during and after, and a summary in totals

The group

Group name and grades _____ Counselor _____ Before / during / after windows _____

Student log (codes only): P present, A absent, L late or left early, X no school

Code	Group sessions 1	2	3	4	5	6	7	8	Abs before	Abs during	Abs after	Late before	Late during	% missed start	% missed end
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
	☐	☐	☐	☐	☐	☐	☐	☐							
Total	Present ___ of ___ possible														

Summary in totals (for your principal, team or data report)

Students in group _____ Sessions attended, of possible _____ Absences before / during / after _____

Late arrivals before / during _____ Pre to post average _____ Below 10% at start / at end _____

After the last session

- ☐ Positive call or note home
- ☐ Referral or Tier 3 plan if needed
- ☐ Students told how they did
- ☐ Daily check in continues
- ☐ Check data again in 4 weeks
- ☐ Notes stored by district rule
- ☐ Teachers thanked, told next steps
- ☐ Totals only in any report
- ☐ Change list for next group

Week by week, whole group (totals, no names)

#	Session date	Group absences	Late arrivals	What we noticed and will try next week
1				
2				
3				
4				
5				
6				
7				
8				

What worked, what did not, and what we will change next time

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