

## Absence Response Guide

Identify learning barriers before they pose a graduation risk. Absence Response creates standardized communications and tracks all correspondence to offer full transparency to parents and administrators. Additionally, dive into more detailed information with one click to ensure compliance and accurate reporting.

### QUICKLINKS

<a href="#">GETTING STARTED</a>	<a href="#">GENERATING AND PRINTING LETTERS</a>	<a href="#">DEVELOPING AN INTERVENTION PLAN</a>	<a href="#">REVIEW TABLES</a>
<a href="#">REFERENCE DATA</a>	<a href="#">CONFERENCE / ASSESSMENT SCHEDULING</a>	<a href="#">ALL ABSENCE ACTIONS NEEDED</a>	<a href="#">STUDENT ATTENDANCE SUMMARY</a>

### GETTING STARTED

Locate the **Absence Response (Ab)** application in the **Attendance Compliance (AC)** bundle, which may be found in the top right navigation menu. Click **Launch App**.


 APPLICATION BUNDLE  
**ATTENDANCE COMPLIANCE**


**Absence Response**

Identify learning barriers, before they pose a graduation risk. Compare absenteeism across student groups, filtered by gender, race, grade level, or program.

**LAUNCH APP >>**



**Roll Call**

Create a positive attendance experience with student-driven check-ins and live reporting.

**LAUNCH APP >>**



**Meeting Needs**

A system with transparency, accountability and oversight to meet student's needs.

**LAUNCH APP >>**

When first logged in, you will be directed to the Home Screen. Notice in the left navigation menu your person role. While each role has specific views, most of the functionality in Absence Response is under the **Secretary** role.

Ar Absence Response

District Admin

School Admin

Data Admin

Secretary

- Home
- Reference Data
- Absence Actions Needed
- Absence Actions Taken
- Absence Actions Suppressed
- Generate Ad Hoc Letters
- View Ad Hoc Letters
- Group Summary

Before an action table populates with students, you will be prompted to select which school you plan to take action for. If you aren't prompted to select a school, one has already been chosen. Verify the school in the page data settings section.

**SECRETARY**

## All Absence Actions Needed

Students at Tahoma Senior High School ▼

To select or change a school, click the blue **Select** option to pull up the list.

School(s) (required) Select

Scroll through the list or use the column text box to find a school. Then, select the school by clicking the checkmark to the left of the name and click **Add School(s)**. Finish by clicking **OK**.

School(s) Add School(s) ✕

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School(s) (22 records) ▼ Filtered ⚙️

School	School Abbreviation	School Type	Grade Level(s)
_* Valley	_*		Kindergarten,1st Grade,2nd
<input checked="" type="checkbox"/> Apple Valley Elementary	Apple Valley	Elementary School	Kindergarten,1st Grade,2nd Gra...

Once a school is chosen, each table will list all students who have met the criteria for the specific condition. Each condition is tied to a student and requires action.

## Filtering

The **All Absence Actions Table** has multiple filtering options.

- **School Filter:** Select one school to populate students into the table.
- **Column Filters:**
  - **Funnel Icon:** Select one or more filter options to narrow the column and table.
  - **Gear Icon:** Sort, filter, or rearrange the column or table.
- **Text Box:** Narrow the column or table using keywords.

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### All Absence Actions Needed

Students at Forest Grove Elementary School 

Absence Response Secretary All Actions Needed (1795 records)  Filtered

Student	Attendance Condition	Required Action	Action Status
<input type="text" value="*_"/>	<input type="text"/>	<input type="text"/>	Action Requi

## Columns

1. **Student:** Students will be represented on one or more rows depending on the number of Attendance Conditions or the filters applied to the table.
2. **Attendance Condition:** This threshold must be met to trigger the need for action.
3. **Required Action:** This task aligns with the state requirements.
4. **Action Status:** Most commonly, actions are either “**Required**” or “**Complete**.” This field indicates the current status of a row action with an icon. By default, the column filters to “**Action Required**.” A **yellow** triangle will display if the notification is not completed yet but needs to be. If the notification has been completed, it will display as **green**.
5. **Letter:** When a letter is printed, the downloaded file will be accessible in this column
6. **Email Status:** Letters can be emailed; the communication status is tracked in this column.
7. **Data Informed Steps:** As plans are created, a link will display in this column.
8. **Attendance Agreement:** as plans are created, a link will display in this column.
9. **Student SSID:** Additional student identifier.

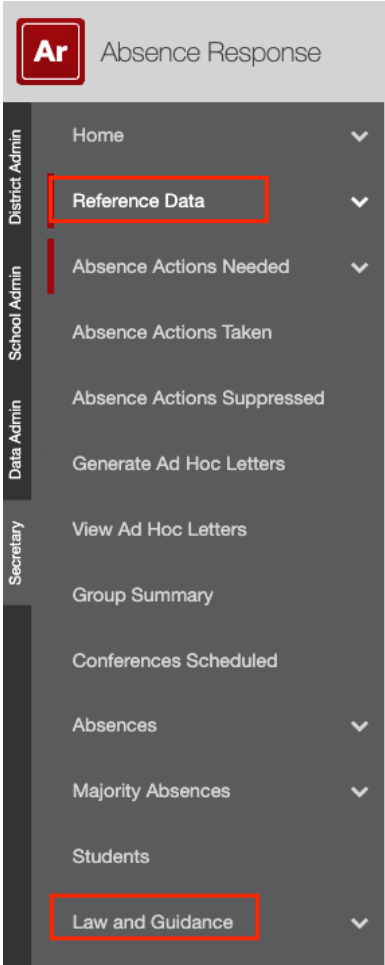
## Row Actions

Each row identifies a unique pairing of a condition and an action. Therefore, the row action will be conditional on addressing the action type.

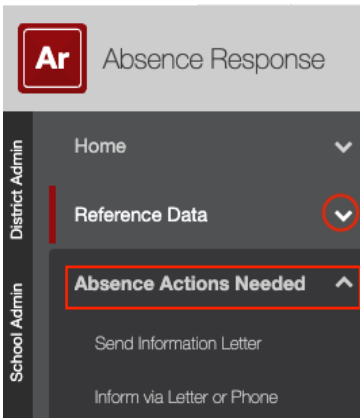
1. **Actions:** actions can include letters, conferences, plans, assessments, etc.
2. **Status Update:**
  - a. **Complete:** Indicates the required action has been completed.
  - b. **Suppress:** This is a way to communicate that a unique scenario exists for the student and their family, and other means of communication are necessary to manage this absence condition. T
  - c. **Postpone:** Indicates the action will be addressed at a later date. The status will reset to **Action Required** when the date has passed.

## REFERENCE DATA [\(back to quick links\)](#)

Reference Data and Law and Guidance (RCWs) are Informational and may be found in the left navigation menu.

<p><b>Reference Data:</b></p> <ul style="list-style-type: none"> <li>● State Requirements</li> <li>● Absence Types</li> <li>● Calculator Methods</li> <li>● Absence Calculation Time Periods</li> <li>● Condition Instances</li> <li>● Absence Rpsonce Actions</li> <li>● WARNS Assessment</li> </ul> <p><b>Law and Guidance</b></p> <ul style="list-style-type: none"> <li>● RCW's</li> </ul>	 <p>The screenshot shows the 'Absence Response' navigation menu. The menu items are: Home, Reference Data, Absence Actions Needed, Absence Actions Taken, Absence Actions Suppressed, Generate Ad Hoc Letters, View Ad Hoc Letters, Group Summary, Conferences Scheduled, Absences, Majority Absences, Students, and Law and Guidance. The 'Reference Data' and 'Law and Guidance' items are highlighted with red boxes.</p>
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The left navigation screen contains a number of actions the user may take. Click the carot on the right to view additional options.



## GENERATING AND PRINTING LETTERS [\(back to quick links\)](#)

While generated specifically for each student, these letters can also be downloaded in mass. You do this by clicking each student or "All Students" using the checkmarks to the left and then choosing from the blue **Select Row Actions** drop-down menu in the top right of the table.

**Note:** The number of selected students will be listed on the **Select Row Actions** button.

Absence Response Secretary Inform by Letter or Phone (885 records) Filtered

Student	Attendance Condition	Required Action	Action Status	Unexcused Notifi
<input type="checkbox"/>			Action Required	
<input checked="" type="checkbox"/> Chapin*, Cyntillia	1 unexcused Absence	Unexcused Notification	⚠	
<input checked="" type="checkbox"/> Jose*, Tomasz	1 unexcused Absence	Unexcused Notification	⚠	
<input checked="" type="checkbox"/> Raco*, Kamyle	1 unexcused Absence	Unexcused Notification	⚠	

873 Select Row Actions

- Print Unexcused Notification
- Print and Complete Unexcused Notification
- Complete Unexcused Notification

Each table also contains a gear icon for each student row. Clicking the **Gear** icon for each student row will launch various options depending on the **Required Action** (Print, Email, RoboCall, Text, Complete, or Suppress). The state guidance determines if a report is a reasonable action for an absence condition.

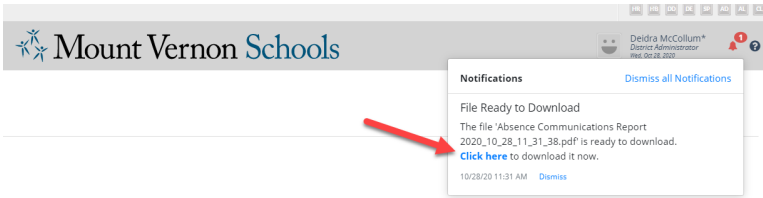
Student	Attendance Condition	Required Action	Action Status	Unexcused Notification	Email Notification Status
<input checked="" type="checkbox"/> Reinhart*, Joselynn	1 unexcused Absence	Unexcused Notification	⚠	Download	Email Opened

For further information about columns, row actions, and examples, see [Ab - More About Absence Response Actions](#)

- **Send Information Letter Filters and Row Actions**
- **Inform via Letter or Phone Filters and Row Actions**
- **Generate Ad Hoc Letters**
- **Refer Student to Community Engagement Board**

One option in the list is "Print \_\_ Report." This option produces a PDF or DOCX file that can be printed or saved.

You will receive an email when the requested letter(s) have been generated, as well as an in-app notification. The letters will be available as individual files and one combined PDF for easy printing.



## CONFERENCE / ASSESSMENT SCHEDULING [\(back to quick links\)](#)

Conferences are set on a student-by-student basis. On the main screen is a gear icon for each row. Clicking the **Gear** icon will launch a variety of options.

**SECRETARY**  
Schedule Attendance Conference  
Students at Tahoma Senior High School

Absence Response Secretary Schedule Attendance Conference (268 records) Filtered

Student	Grade Level	Age	Home Language	Attendance Condition	Required Action	Action Status
Gowan*, Carissa	11th Grade	17	English	3 unexcused absences within any month	Parent/Guardian Conference	Action Required
Storrs*, Yeng	12th Grade	17	English	3 unexcused absences within any month	Parent/Guardian Conference	
Desa*, Xavier	12th Grade	18	English	3 unexcused absences within any month	Parent/Guardian Conference	
Estes-Thieme*, Nellie	12th Grade	23	English	3 unexcused absences within any month	Parent/Guardian Conference	
Happe*, Ivan	12th Grade	18	English	3 unexcused absences within any month	Parent/Guardian Conference	
Schlecht*, Stormy	11th Grade	16	Spanish	3 unexcused absences within any month	Parent/Guardian Conference	

**Row Actions & Options**

- Schedule & Record Attendance Conference
- Complete Attendance Conference
- Suppress Attendance Conference

When scheduling a conference, a popover will appear.

**Select the Responsible Educator, Supplemental Educator (as applicable), Conference Date and Time, Conference Location, and Scheduling Notes and Instructions provided by the district (as applicable). Click Save.**

Schedule Attendance Conference Validate x

**Schedule Attendance Conference**  
Schedule an Attendance conference with the parent of a student and the dist for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.

Responsible Educator (required) Select Supplemental Educator (optional) Select

Conference Date (required) 📅 Conference Time (required) 🕒

Conference Location (optional)

Schedule Notes (optional)

Schedule Instructions (provided by the district) (optional)

A similar popover screen will appear when scheduling a WARNS Assessment.

Select the **Responsible Educator** and **Scheduled Date**. As Applicable, select **Aggression-Defiance**, **Depression-Anxiety**, **Substance Abuse**, **Peer Deviance**, **Family Environment**, **School Engagement**, **Total Risk Score**, and **Student has complete WARNS Assessment**.

Absence Response Secretary Schedule WARNS Assessment

Validate ✕

⤴ Schedule WARNS Assessment  
Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment.

Responsible Educator (required) Select

Scheduled Date (required)

⤴ Record Assessment Results  
Description

Aggression-Defiance: (optional)

Depression-Anxiety: (optional)

Substance Abuse: (optional)

Peer Deviance: (optional)

Family Environment: (optional)

School Engagement: (optional)

Total Risk Score: (optional)

Student has completed WARNS Assessment: (optional)

For further information about columns and row actions, see [Ab - More About Absence Response Actions](#)

- Schedule Attendance Conference
- Convene IEP/504 Team
- Ab - More about Absence Response Actions
- Schedule and Complete WARNS Assessment

## DEVELOPING AN INTERVENTION PLAN [\(back to quick links\)](#)

Intervention Plans are created when students require a **Data-Informed Steps Plan** or **Attendance Contract**. Intervention plans must be created one student at a time. Click the **Row Actions & Options** for a student and select **Create Intervention Plan**. A plan will be created based on the **Recommended Action** for that row.

SECRETARY

Take Data Informed Steps

Students at Tahoma Senior High School

Absence Response Secretary Take Data Informed Steps (301 records) Filtered

Student	Attendance Condition	Required Action	Action Status	Data Informed Steps (Success Plans)
Gowan, Carissa	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	Action Required	
Stons, Yeng	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		<a href="#">View Plan</a>
Desa, Xavier	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		<a href="#">View Plan</a>
Geese, Noreen	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		
Hepper, Ivan	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		<a href="#">View Plan</a>
Schiech, Stormy	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		
Ledford, Georgette	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		
Brenneman, Rock	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		

Row Actions & Options

- Create Data Informed Steps Plan
- Complete Data Informed Steps (Success Plan)
- Suppress Data Informed Steps (Success Plan)

The above action will refresh the table, and now **View Plan** will display in the **Data Informed Steps** column. Next, click the blue hyperlink **View Plan** to open the Intervention Plan.

**SECRETARY**

## Take Data Informed Steps

Students at Tahoma Senior High School

Absence Response Secretary Take Data Informed Steps (301 records) Filtered

Student	Attendance Condition	Required Action	Action Status	Data Informed Steps (Success Plans)
Gowan*, Carissa	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps	Action Required	<a href="#">View Plan</a>
Storrs*, Yeng	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		<a href="#">View Plan</a>
Desa*, Xavier	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		<a href="#">View Plan</a>
Giese*, Noreen	Between 2 and 7 unexcused cumulative ...	Data-Informed Steps		

My Student Plans / \*\*\*\*\* / Edit Intervention Plan - Details

\*\*\*\*\* [Q Spotlight Vernon Roeling\\*](#) [Close](#) [Next](#)

[Details](#) [Attendance Success Plan -](#)

### Intervention Plan Details

**Parties**  
These selections are required. Who is this intervention plan for and who will be responsible for following through with it?

[hide instructions](#)

Student (required)

Responsible Educator (required)

Notify Responsible Educator on Enrollment Change

Supplemental Educators (optional)

**Intervention/Support Type**

Targeted Condition (required)

Intervention/Support (required)

**Start/End Date**  
Pick a date for when the intervention plan will start and when it will end.

[hide instructions](#)

Start Date (required)

End Date (required)

Detailed Schedule Information (optional)

**Check-in**  
Set the frequency that an individual will need to check-in with the student. This option is not required, but highly recommended.

[hide instructions](#)

Frequency (optional)

Duration (optional)

**Description**  
Fill out some extra info here. When creating, we automatically generate a label. Edit it to help you quickly identify it later.

[hide instructions](#)

Label (required)

Description (optional)

**Outcome**  
Include details to describe the outcome of the intervention plan.

[hide instructions](#)

Outcome (optional)



In the Interventions application, you will see a **Details** page that requires a couple of edits before moving on.

1. Select a **Responsible Educator** and **Supplemental Educator** (if applicable)
2. Select a **Targeted Condition** and **Intervention Support**
3. Edit the **Start/End Date** and any **Detailed Schedule Information** (if applicable)
4. Add a **Frequency and Duration** (if applicable)
5. Edit the **Label**, and add a **Description** and **Outcome** (if applicable)
6. Click **Save** and move to the **Success Plan or Attendance Contract** tab (to the right of the Details tab).

**Note:** the Success Plan has two separate sections (1) Parent and (2) Student.

Complete the details of the **Success Plan** and/or **Attendance Contract** as needed. To return to **Absence Response**, find the correct tab in your browser and return to the action table.



For further information about columns, row actions, and examples, see [Ab - More About Absence Response Actions](#)

- **Take Data Informed Steps** (Success Plans)
- **Schedule and Complete WARNS Assessment**
- **Enter into Agreement** (Attendance Contract Plans)
- **Refer Student to Community Engagement Board**
- **File Truancy Petition**

## ALL ABSENCE ACTIONS NEEDED [\(back to quick links\)](#)

This table includes all possible actions for a group of students. For example, students might be displayed multiple times, depending on the number of conditions they triggered. Therefore, this table combines state-required actions as well as custom conditions.

### Supplemental Reports

A few default reports are found in the All Absence Actions Needed Table that summarizes attendance details and efforts taken by the district to remedy the behavior.

1. **Student Details:** Provides an attendance history that shows the day the absence occurred, excused or unexcused, and the class period.

2. **Student Summary:** Provides a comprehensive outline of all the conditions and actions accrued by the student. More information may be found here: [Ab - Student Attendance Summary](#).
3. **Attendance Calendar:** Visually displays each calendar month for the year and identifies where absences occurred, the type of absence, and the overall attendance rate for the student.

For further information about columns, row actions, and examples, see [Ab - More About Absence Response Actions](#)

## Custom Conditions & Actions

Districts can also choose to build custom conditions and actions beyond the state-required actions. The district's custom conditions are accessible in the **All Actions Needed table**.

- Print 3 Unexcused + Excused in 30 Days Letter
- Print and Complete 3 Unexcused + Excused in 30 Days Letter
- Email Parent 3 Unexcused + Excused in 30 Days Letter
- Email Parent & Complete 3 Unexcused + Excused in 30 Days Letter

## REVIEW TABLES [\(back to quick links\)](#)

### Data Table Actions & Options

Use the **Actions & Options** menu to show/hide columns, alter the layout or download to a spreadsheet.

SECRETARY

Absences - Student Group Summary

Students from Students attending Lake Wilderness Elementary (21/22) ▼

Absence Response Secretary Attendance Summary (996 records) ▼ Filtered

Data Table  
Actions & Options



<b>Review Unexpected or Excessive Absences</b>	This screen allows you to review unexpected or excessive absences and includes the following columns: <b>Student Name, Attendance Condition, Action, and Action Taken.</b>
<b>Absence Actions Taken</b>	This screen allows you to review all the actions completed for each student and includes the following columns: <b>Student Name, Attendance Condition, Action, Action Taken, and Action Date</b>

<b>Absence Actions Suppressed</b>	<p>This screen allows you to review all students that have been suppressed and includes the following columns: <b>Student Name, Attendance Condition, Action, Action Suppressed, Suppression Date and Suppression Notes.</b> Absence Response considers these tasks “done” and won’t resurface these conditions/actions as required. It is expected that the district took action outside of Absence Response.</p>
<b>View Ad Hoc Letters</b>	<p>This screen allows you to view generated Ad Hoc Letters.</p>
<b>Conferences Scheduled</b>	<p>This screen allows you to all the conferences that have been scheduled. Scheduling a conference does not automatically complete the action. Columns Include: <b>Student, School, Grade Level, Absence Condition Action, School Year, Scheduled Date, and Scheduled Time</b></p>
<b>Group Summary</b>	<p>Absence Response offers a summary, for a student group, for each of the attendance calculations tracked in the application. Students will display on the table, even if they have perfect attendance. Columns include</p> <ul style="list-style-type: none"> <li>● Student Name</li> <li>● SSID</li> <li>● Currently Enrolled</li> <li>● Fractional Number of Days Excused Absent</li> <li>● Fractional Number of Days Unexcused Absent</li> <li>● Fractional Number of Days Other Absent</li> <li>● Count of Days OSPI Half Day Absent</li> <li>● Count of Days OSPI Full Day Absent</li> <li>● Days Majority Absent</li> <li>● Fractional Number of Days Any Absent</li> <li>● Accumulated Excused and Unexcused Absences</li> <li>● Number of Days Enrolled in Classes</li> </ul>
<b>ABSENCES</b>  <b>MAJORITY ABSENCES</b>	<p><b>Recent Absences</b> - Absence counts for the last 5, 20, and 90 school days.</p> <p><b>Absences by Calendar Week</b></p>

	<p><b>Absences by Calendar Month</b></p> <p><b>Absences by Class Term</b></p> <hr/> <p><b>Recent Majority Absences</b> - Days Majority absent in the last 5, 20, and 90 school days.</p> <p><b>Majority Absences by Calendar Week</b></p> <p><b>Majority Absences by Calendar Month</b></p> <p><b>Majority Absences by Class Term</b></p>
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## STUDENT ATTENDANCE SUMMARY [\(back to quick links\)](#)

The Student Attendance Summary is a data collection on a single student. Page actions provide the option to download the summary in a PDF report. More information about it may be found here [Ab - Student Attendance Summary](#)