

## Absence Response Guide

Absence Response provides a comprehensive system for monitoring, tracking, and addressing student attendance issues. This ensures that no learning barriers go unnoticed or unaddressed before they become a risk to graduation.

### Key Features

- **Absence Review and Action Tracking** provides quick access to detailed information for compliance and reporting purposes. **Helpful Resource:**  
<https://support.schooldata.net/hc/en-us/articles/14706448960531>
  - **Attendance History** provides a detailed view of a student's attendance, including excused and unexcused absences, to help monitor patterns and track actions taken.
  - **Metrics & Reports** tracks attendance across various timeframes, including calendar weeks, months, and class terms, providing a comprehensive view of attendance issues.
  - **Attendance Conditions:** Various attendance conditions, such as excessive absences, unexcused absences, and other conditions that require intervention.
  - **Action Status** tracks whether actions are still required or have been completed, providing quick insights into the next required step.
  - **Custom Conditions and Actions:** In addition to state requirements, districts can define and add their custom attendance conditions and actions to suit specific local policies or needs.
- **Required Actions:** Based on attendance conditions, tasks such as sending letters, scheduling conferences, and creating intervention plans are automatically generated.
  - The system **tracks correspondence** with parents and administrators, ensuring transparency and compliance.
  - **Letters** can be generated and printed individually or in bulk. They can also be emailed, downloaded as PDFs or DOCX files, or combined for easier printing.
  - **Intervention Plans**, such as attendance contracts or data-informed steps, are created for students based on their attendance conditions and specific needs.
  - Includes a **Success Plan/Attendance Contract** for students and families, specifically focusing on improving attendance and meeting state requirements.
  - **Conferences** can be scheduled individually for students to discuss attendance concerns.

- The **Washington Assessment of Risk and Needs of Students (WARNS)** can be scheduled for at-risk students to assess potential contributing factors (e.g., aggression, family environment, school engagement, etc).

## Left Navigation Menu

The left navigation screen contains several actions the user may take. Click the arrow on the right to view additional options.

- **Absence Actions Needed:** Send information Letter, inform via Letter or Phone, Schedule Attendance Conference, Convene IEP/504 Team, Take Data-Informed Steps, Schedule and Complete WARNS, enter into Agreement, refer to Community Engagement Board, File Truancy Petition, Review Unexpected or Excessive Absences, All Absence Actions Needed. **Helpful Resource:** <https://sdshelpdesk.zendesk.com/hc/en-us/articles/14706448960531>
- **Conferences:** This screen enables you to view the conference calendar and schedule your attendance at conferences. Scheduling a conference does not automatically complete the action.
- **Absence Actions Taken:** This table summarizes all actions taken for each student. It combines state-required actions and custom conditions.
- **Absence Actions Suppressed:** Review all students who have been suppressed. Absence Response considers these tasks “done” and will not resurface these conditions/actions as required. It is expected that the district take action outside of Absence Response.
- **Students:** View enrolled students and student spotlights.
- **Absences:** Recent Absences (in the last 5,20, and 90 school days), Absences by Calendar Week, Absences by Calendar Month, Absences by Class Term
- **Ad Hoc Letters:** Generate Ad Hoc Letters, Generate Ad Hoc Emails, View Ad Hoc Letters
- **Group Summary:** A summary of each attendance calculation tracked (excused, unexcused, and majority absences) in the application for a student group. Students will be displayed on the table, regardless of their attendance record.
- **Reference Data/Law and Guidance:** State Requirements, Absence Types, Calculator Methods, Absence Calculation Time Periods, Condition Instances, Absence Response Actions, WARNS Assessment.