

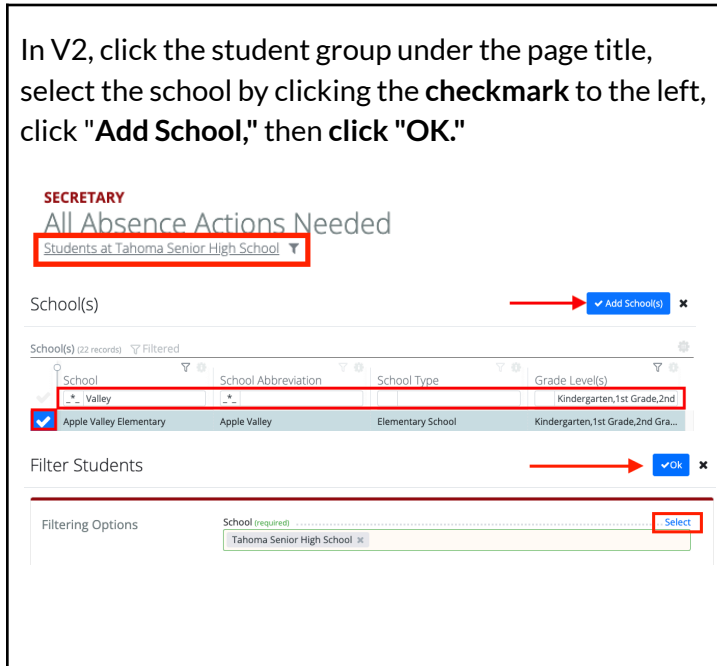
Absence Actions Needed

The left navigation menu, under **Absence Actions Needed**, contains multiple pages to help you complete different state-required actions.

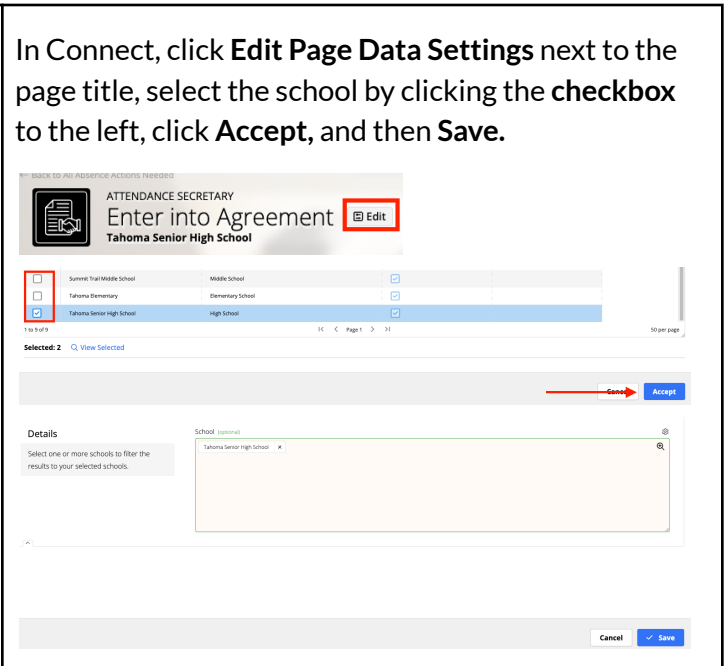
Common Features of Action Pages

1. Before an action table populates with students, you will be prompted to select the school for which you are taking action. If you aren't prompted to select a school, one has already been chosen. Verify the school in the page data settings section.
2. If a school has not already been selected, you will be prompted to select one. Click **Accept**, then click Save.
3. The table will display each student (from the school indicated above) who requires an information letter. To change the school:

In V2, click the student group under the page title, select the school by clicking the **checkmark** to the left, click "**Add School**," then click "**OK**."



In Connect, click **Edit Page Data Settings** next to the page title, select the school by clicking the **checkbox** to the left, click **Accept**, and then **Save**.



4. Click the **Row Action** gear to the right of the chosen student and select the desired action. Some pages will contain different actions you can choose from.
 - **Actions:** These can include letters, conferences, plans, assessments, and other similar activities.
 - **Status Updates:**
 - **Complete:** Indicates the required action has been completed.
 - **Suppress:** This indicates that a unique scenario exists for the student and their family, and alternative means of communication are necessary to manage this absence condition.
 - **Postpone:** This indicates that the action will be addressed later. When the date has passed, the status will reset to **Action Required**.

5. Some pages allow you to take action on **multiple students** at once.

- Click the **checkmark/checkbox** for each student you want to take action on.
- Click the **Select Row Action** button at the top right in v2 or the **Selected Gear** at the top left of the table in Connect. **Note:** the number of selected students will be listed.
- Select an action from the dropdown menu.

SECRETARY
Send Information Letter
Students at Tahoma Senior High School

Absence Response Secretary Send Information Letter (2769 records) Filtered

Student	Required Action	Action Status	Information Letter	Email Status
<input type="checkbox"/>	*_	Action Required		*_
<input checked="" type="checkbox"/> Verthaler*, Guy	Information Letter	⚠ Action Required		
<input checked="" type="checkbox"/> Shelvin*, Yong	Information Letter	⚠ Action Required		

Select Row Actions

- Print Information Letter
- Print and Complete Information Letter
- Email Information Letter
- Email and Complete Information Letter
- Complete Information Letter

Information Letters Actions Needed for Tue Jan 14, 2025

Selected (2) Filtered Ordered

Student	School	Attendance Condition	Required Action	Action Status	Letter PDF	Email	Row Actions
				(1) Action Required			
<input checked="" type="checkbox"/> Q. Tori Aberhomson*	Cedar Grove Elementary S...	Beginning of School Year (First day of School)	Information Letter	⚠ Action Required			⚙
<input checked="" type="checkbox"/> Q. Madden Abshir*	Cedar Grove Elementary S...	Beginning of School Year (First day of School)	Information Letter	⚠ Action Required			⚙

6. Use the **filters** above each column to narrow the list. Click the **Action Status** column filter and select the desired status to view which students' actions match those criteria.

Student	School	Attendance Condition	Required Action	Action Status	Letter PDF	Email PDF
				(1) Action Required		


Available Columns

- **Student:** Students will be represented in one or more rows depending on the number of attendance conditions or the filters applied to the table.
- **Attendance Condition:** This threshold must be met to trigger the need for action.
- **Required Action:** This task aligns with the state requirements.
- **Action Status:** Actions are most commonly **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 appear if the notification is not yet complete. If it has been completed, it will display as green.
- **Letter:** When a letter is printed, the downloaded file will be accessible in this column.
- **Email Status:** Letters can be emailed; the communication status is tracked in this column.
- **Data-Informed Steps:** This column will display a link as plans are created.
- **Attendance Agreement:** This column will display a link as plans are created.

Inform Via Letter or Phone

This page allows you to print, email, robocall, and text a parent whenever a student has one unexcused absence.

- Print Unexcused Notification
- Email Parent Unexcused Notification
- RoboCall Parent Unexcused Notification
- Text Parent Unexcused Notification



Date: 03/07/2023

Dear Parent/Guardian of [REDACTED]

This letter is to notify you that [REDACTED] has 6.75 unexcused absences. Please review the attendance detail for that is at the end of this letter. It is the philosophy of the School Data Solutions School District that attendance is essential for students to receive the full benefit of their education. Chronic absence (missing 18 or more days in a school year) drastically reduces a student's chance of receiving such benefits.

In an effort to support early intervention for students, RCW 28A.225.020 requires districts to take data-informed steps to eliminate or reduce student absences. At 1 unexcused absence, School Data Solutions School District uses this letter to ensure parents know their child is accumulating unexcused absences and to schedule a conference with you and your student to identify the barriers and supports available to ensure regular school attendance. The State's compulsory attendance law, RCW 28A.225.010, mandates that children who are enrolled at school or whose ages are between 8 and 18 must attend public, private, or home school unless otherwise excused by the district. **To ensure that School Data Solutions School District is complying with this law, we are asking you to please contact us immediately to arrange for a conference so an attendance contract may be developed.** Hopefully, we can end this pattern of truancy and develop a solution to the problem.

Should your student accumulate not later than 7 unexcused absences in a month, or after 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year, the school district will refer the student and parents to our Community Truancy Board. If attendance is not improved a petition will be filed with the County Juvenile Court.

Thank you for your prompt attention to this very important matter.

Sincerely,

[REDACTED]
Principal
Tahoma Senior High School
(425)413-6200

Schedule Attendance Conference

This page will allow you to schedule, record, and provide special notes and instructions for an attendance conference.

1. Select the **Responsible Educator** and **Supplemental Educator** (as applicable).
2. **Conference Date and Time**, and **Conference Location**.
3. Fill in any **Scheduling Notes** and **Instructions Provided by the district**(as applicable).
4. Click **Save**.

Schedule Attendance Conference

[Validate](#) ✕

Schedule Attendance Conference

Schedule an Attendance conference with the parent of a student and the child 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.

<p>Responsible Educator (required) Select</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Supplemental Educator (optional) Select</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Conference Date (required)</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Conference Time (required)</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Conference Location (optional)</p> <input style="width: 95%; height: 25px;" type="text"/>	
<p>Schedule Notes (optional)</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>	
<p>Schedule Instructions (provided by the district) (optional)</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>	

Convene IEP/504 Team

This page will allow you to **schedule, record, and provide special notes and instructions** for a conference with the IEP/504 Team.

Refer to Child-Find

This page will allow you to **schedule, record, and provide special notes and instructions** for a Child-Find Conference.

Take Data-Informed Steps

This page will allow you to **create a Data-Informed Steps Plan (Success Plan)** to reduce students' absences. This will be displayed as a link under the **Evidence column** for management and review.

Schedule and Complete WARNS Assessment

This page will allow you to **schedule, record, and provide special notes and instructions** for a WARNS Assessment.

1. Select the **Responsible Educator** and **Scheduled Date**.
2. As Applicable, select **Aggression-Defiance, Depression-Anxiety, Substance Abuse, Peer Deviance, Family Environment, and School Engagement** from the dropdown menu.
3. Fill in the **Total Risk Score**.
4. Click **Save**.

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 <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	Scheduled Date (required) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
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⤴ **Record Assessment Results**
Description


Aggression-Defiance: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	Depression-Anxiety: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
Substance Abuse: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	Peer Deviance: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
Family Environment: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	School Engagement: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
Total Risk Score: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	Student has completed WARNS Assessment: (optional) <input style="width: 95%; border: 1px solid #ccc;" type="text"/>

Enter Into Agreement

This page allows you to create an **Agreement (Attendance Contract)**. The agreement will be displayed as a link under the **Evidence** column for management and review.

Refer Student to Community Engagement Board

This page will allow you to **Print a PDF or DocX of the Community Engagement Board Agreement**. If you are incorporating a conference into the letter, you can edit the DocX with specific details.



 Date: 03/07/2023
 Student: ██████████
In an effort to support early intervention for students, RCW 28A.225.035 requires districts to refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The CEB must meet with the child, a parent, and school district representative and enter into an agreement once the student ██████████ has "After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year".
 Sincerely,
 ██████████
Principal
Tahoma Senior High School
(425)413-6200

File Truancy Petition

This page will allow you to **Print a PDF or DocX of the Truancy Petition**. The DocX can be easily edited.

SUPERIOR COURT OF WASHINGTON COUNTY OF DEV - JUVENILE COURT	
School District, petitioner vs. Respondent(s) Student ██████████ 10/24/2004 Student ██████████ DOB ██████████ Parent(s) ██████████	Re: PETITION REGARDING TRUANCY (PTTRU) <input type="checkbox"/> Elementary School <input type="checkbox"/> Intermediate School <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> Alternative High School <input checked="" type="checkbox"/> ALE <input checked="" type="checkbox"/> Clerk's Action Required
<small>The petitioner, the Tahoma School District, requests that this court assume jurisdiction over the truancy of the <input type="checkbox"/> student <input type="checkbox"/> parent(s) and issue an order compelling school attendance and such other relief under RCW 28A.225.090 as the court may order.</small>	
<small>Pursuant to RCW 28A.225.030 this petition has been filed upon the student's:</small>	
<input type="checkbox"/> Not later than 7 unexcused absences in a month (RCW 28A.225.030) <input type="checkbox"/> After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year (RCW 28A.225.035)	

Review Unexpected or Excessive Absences

This page will allow you to Review Unexpected or Excessive Absences. This will open the Student's Summary, which identifies the history of the student's overall attendance calculations and provides daily details of the days missed.