

Absence Response Guide (Connect)

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:** [Absence Actions Needed](#)
 - **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** track 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:** [Absence Actions Needed](#)
- **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 in 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.