

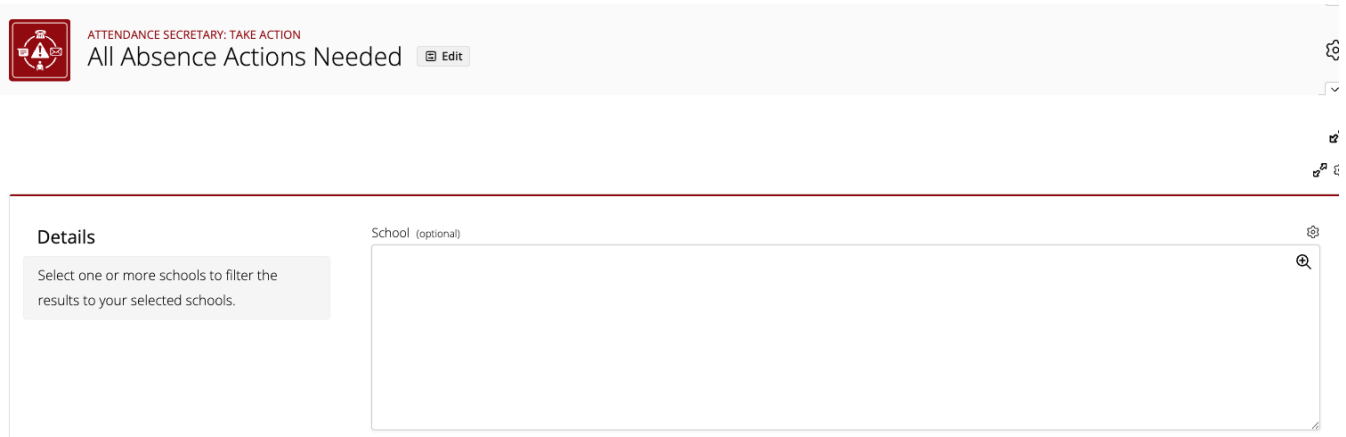
Absence Actions Needed (Connect)

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

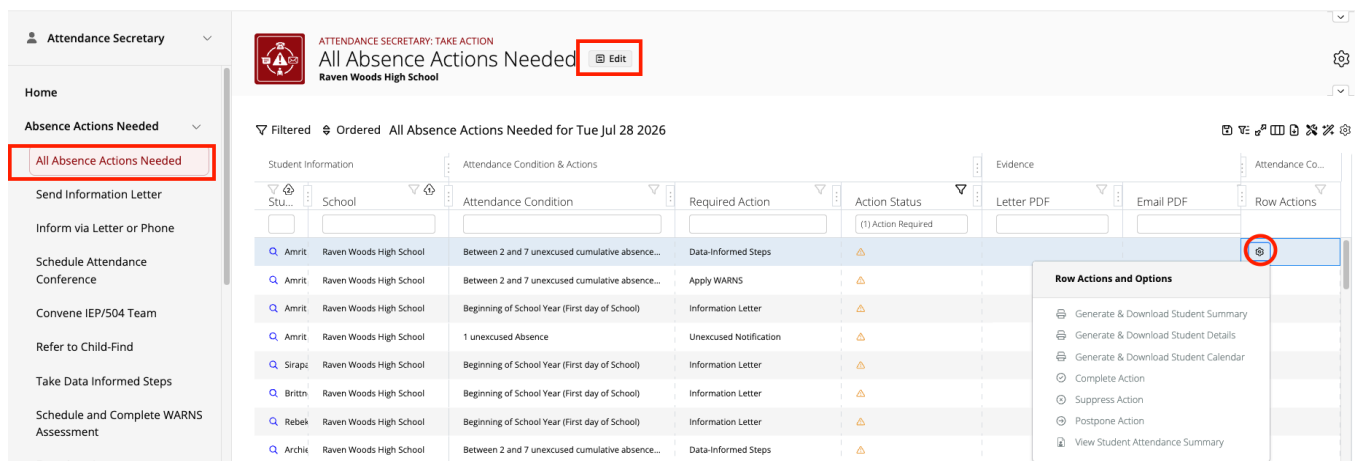
Common Features of Action Pages

Before an action table populates with students, you will be prompted to select the school for which you are taking action.

1. If a school has not already been selected, click the **magnifying glass** in the **School** field, click the **checkbox** to the left, and click **Save**.

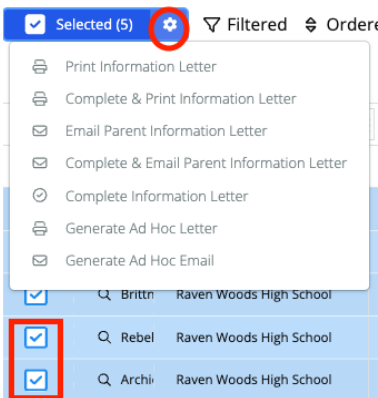


2. If you are not prompted to select a school, one has already been chosen. Verify the school in the **Edit Page Data Settings** next to the page title.
3. The table will display each student (from the school indicated above) who requires an information letter.



Student Information	Attendance Condition & Actions	Required Action	Action Status	Evidence	Attendance Co...
Amrit Raven Woods High School	Between 2 and 7 unexcused cumulative absence...	Data-Informed Steps	(1) Action Required	Letter PDF	Email PDF
Amrit Raven Woods High School	Between 2 and 7 unexcused cumulative absence...	Apply WARNIS			
Amrit Raven Woods High School	Beginning of School Year (First day of School)	Information Letter			
Amrit Raven Woods High School	1 unexcused Absence	Unexcused Notification			
Siraps Raven Woods High School	Beginning of School Year (First day of School)	Information Letter			
Brittn Raven Woods High School	Beginning of School Year (First day of School)	Information Letter			
Rebek Raven Woods High School	Beginning of School Year (First day of School)	Information Letter			
Arch Raven Woods High School	Between 2 and 7 unexcused cumulative absence...	Data-Informed Steps			

4. Click the **Row Action** gear to the right of the selected student, then 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**.
2. Some pages allow you to take action on **multiple students** at once.
 - Click the **checkbox** to the left for each student you want to take action on.
 - Click the **Selected Gear** at the top left of the table.
 - Select an action from the dropdown menu.



3. 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 Information		Attendance Condition & Actions		Evidence		
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 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.

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 _____

This letter is to notify you that _____ 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,

 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.

Responsible Educator (required) Select Conference Date (required) 	Supplemental Educator (optional) Select Conference Time (required)
Conference Location (optional) 	
Schedule Notes (optional) 	
Schedule Instructions (provided by the district) (optional) 	

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](#)

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)

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: [REDACTED]
 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 [REDACTED] has "After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year".
 Sincerely,
 [REDACTED]
 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)	No: PETITION REGARDING TRUANCY (PTTRU)
10/24/2004	☐ Elementary School
Student	☐ Intermediate School
DOB	☐ Middle School
Parent(s)	☐ Junior High School
	☐ High School
	☐ Alternative High School
	☒ ALE
	☒ Clerk's Action Required

The petitioner, the Tahoma School District, requests that this court assume jurisdiction over the truancy of the [] student [] parent(s) and issue an order compelling school attendance and such other relief under RCW 28A.225.090 as the court may order.

Pursuant to RCW 28A.225.030 this petition has been filed upon the student's:

☐ Not later than 7 unexcused absences in a month (RCW 28A.225.030)
☐ 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 provides an overview of the student's overall attendance history and includes daily details of missed days.