

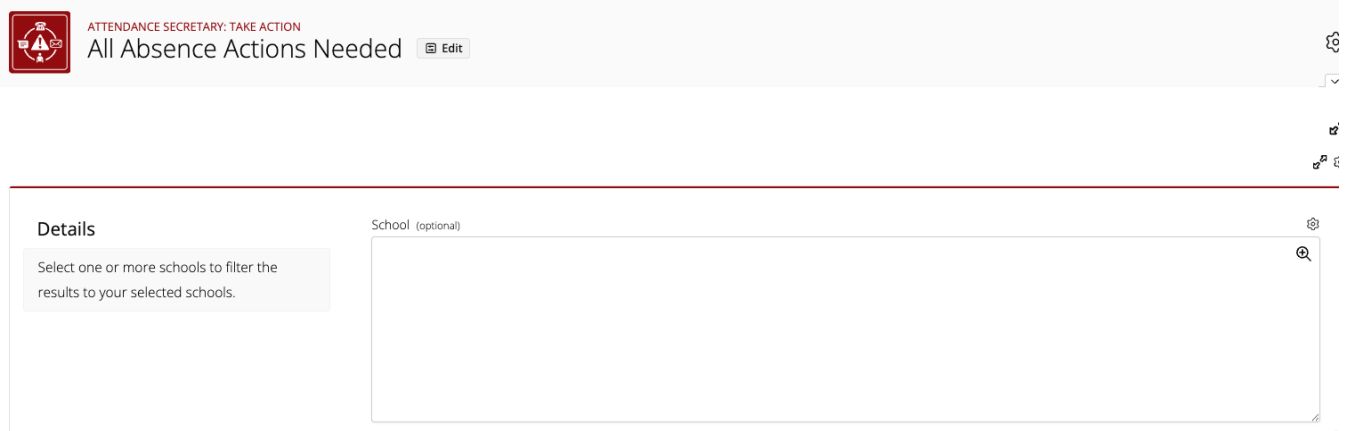
Absence Actions Needed (Connect)

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

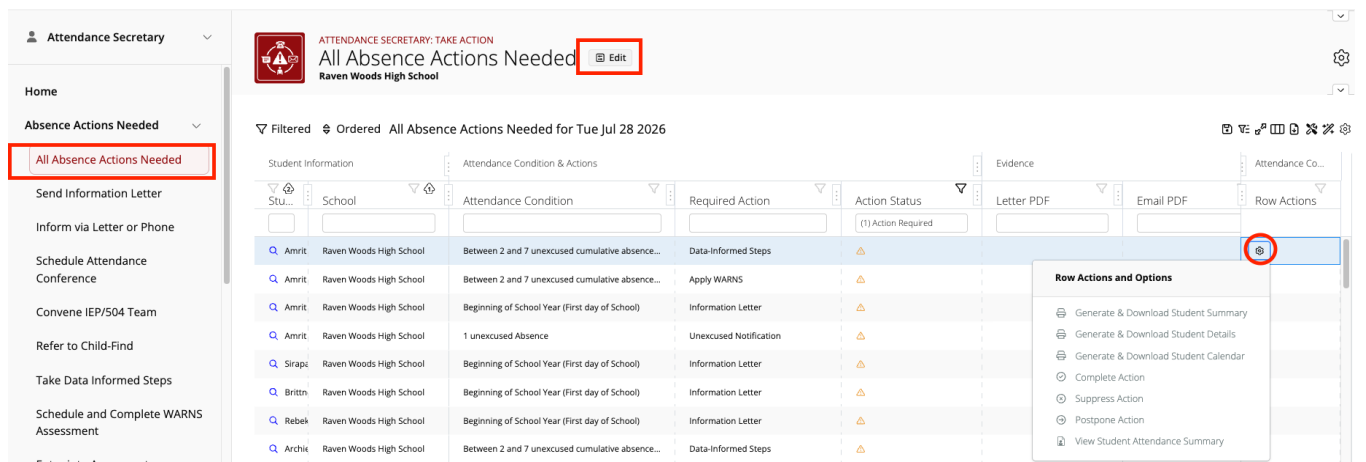
Common Features of Action Pages

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.



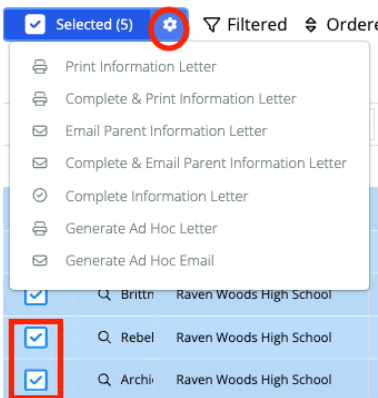
Student Information	Attendance Condition & Actions	Required Action	Action Status	Evidence	Attendance Co...
Amrit Raven Woods High School	Between 2 and 7 unexcused cumulative absence...	Data-Informed Steps	(1) Action Required	Letter PDF	Email PDF
Amrit Raven Woods High School	Between 2 and 7 unexcused cumulative absence...	Apply WARNs			
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			
Rebel Raven Woods High School	Beginning of School Year (First day of School)	Information Letter			
Archib 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.
- **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.
- **Student SSID:** Additional student identifier.
- **Optional Columns to Add:** Grade, Age, Home Language

Absence Actions Needed

All Absence Actions Needed (Generate Supplemental Reports or Summaries)

This is a summary data table for all students, listing all the actions each student has triggered this school year. No action is needed on the summary table.

Click the **Row Actions & Options Gear** to the far right to reveal the supplemental reports on attendance conditions.

- Generate & Download/Print Student Summary
- Generate & Download/Print Student Details
- Generate & Download/Print Student Calendar
- Suppress Action
- Postpone Action
- View Student Attendance Summary

Send Information Letter

This page allows you to **notify and communicate district expectations** regarding attendance in print or via email letter.

Click the **Row Actions & Options Gear** to the far right to reveal the supplemental reports on attendance conditions. You can also take action for **multiple students** via the **Selected Gear**.

When an action is marked **Complete**, the action status icon will be updated, or the action items will be filtered out from the task list.

- Print Information Letter
- Complete & Print Information Letter
- Email Parent Information Letter
- Complete & Email Parent Information Letter
- Complete Information Letter
- Suppress Information Letter
- Postpone Action

Inform Via Letter or Phone

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

For each student, you can click their **Row action Gear** to the right to accomplish any of these options:

- Print Unexcused Notification
- Complete & Print Unexcused Notification
- Email Parent Unexcused Notification
- Complete & Email Parent Unexcused Notification
- Robocall Parent Unexcused Notification
- Complete & Robocall Parent Unexcused Notification
- Text Parent Unexcused Notification
- Complete & Text Parent Unexcused Notification
- Complete Unexcused Notification Action

Absence Actions Needed

- **Suppress Unexcused Notification Action**
- **Postpone Action**

You can also take action for **multiple students** via the **Selected gear** in the top left:

- **Print Unexcused Notification**
- **Complete & Print Unexcused Notification**
- **Email Parent Unexcused Notification**
- **Complete & Email Parent Unexcused Notification**
- **Complete Unexcused Notification**
- **Generate Ad Hoc Letter**
- **Generate Ad Hoc Email**

Schedule Attendance Conference

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

Helpful Resource: [Schedule Attendance Conference \(Connect\)](#)

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.

Helpful Resource: [Schedule Attendance Conference \(Connect\)](#)

Refer to Child-Find

[WAC 392-172A-020240](#)

The table will display each student (from the school indicated) who requires a referral to Child-Find. Students will only populate this table if the appropriate Student Attributes section on the Student Summary has been toggled to Yes.

For each student, you can click their **Row Actions and Options Gear** to accomplish the following items:

- **Schedule & Record Child Find Conference**
- **Complete Referral**
- **Suppress Referral** to remove the event from your action list without marking it complete.
- **Postpone Action** to address it later.

Absence Actions Needed

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.

You can click the **Row Actions and Options Gear** for each student to accomplish the following items:

- **Create Data-Informed Steps Plan:** This adds a new View Plan link in the Data-Informed Steps column. Click the View Plan link to open a complete intervention plan form.
- **Complete Data-Informed Steps (Success Plan)** to indicate that the intervention plan is in place.
- **Suppress Data-Informed Steps (Success Plan)** to remove the event from your action list without marking it as complete.
- **Postpone Action** to address it later.

You can also take action for **multiple students** via the **Selected gear** in the top left:

- **Complete Data Informed Steps Plan**
- **Generate Ad Hoc Letter**
- **Generate Ad Hoc Email**

Schedule and Complete WARNS Assessment

A WARNS (Washington Assessment of Risks and Needs of Students) or other assessment is required for middle and high school students after accumulating several unexcused absences. ([RCW 2BA.225.020](#))

An absence condition of "between 2 and 7 unexcused cumulative absences" will trigger this table for students, so that is the only option you will see in the attendance condition column. This is only for secondary students and will not appear for elementary students.

For each student, you can click their **row action** to accomplish these things:

- **Schedule WARNS Assessment**
 - a. The **student's name** is automatically filled in.
 - b. The **Responsible Educator** field will be filled in automatically but may be edited.
 - c. Select the **Scheduled Date**.
 - d. Select the **Aggression- Defiance, Depression-Anxiety, Substance Abuse, Peer Deviance, Family Environment**, and **School Engagement** selections from the dropdown menu.
 - e. Fill in the **Total Risk Score**.
 - f. Click **Save**.

Absence Actions Needed

Absence Response Secretary Schedule WARNS Assessment

✓ Validate ✕

⤴ Schedule WARNS Assessment Must apply (WARNS) (Warning Assessment of Risk and Needs of Student) 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)

- **Complete WARNS Assessment**
- **Suppress WARNS Assessment** to remove the event from your action list without marking it complete.
- **Postpone Action** to address it later.

You can also take action for **multiple students** via the **Selected gear** in the top left:

- **Complete WARNS Assessment**
- **Generate Ad Hoc Letter**
- **Generate Ad Hoc Email**

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.

You can click the **Row Actions and Options Gear** for each student to accomplish the following items:

- **Create Agreement (Attendance Contract)**: This will create a **View Plan** link under the **Data Informed Steps column**. Click **View Plan** to create a new Absence Response Intervention Plan.
 - The **Details** tab defines who the plan is for and the goal of the intervention.
 - The **Attendance Success Plan** is where the student or parents will indicate the commitments they are taking to improve attendance.
- **Complete Agreement (Attendance Contract)**
- **Suppress Agreement (Attendance Contract)** to remove the event from your action list without marking it complete.
- **Postpone Action** to address it later.

You can also take action for **multiple students** via the **Selected gear** in the top left:

- **Complete Attendance Agreement**
- **Generate Ad Hoc Letter**
- **Generate Ad Hoc Email**

Absence Actions Needed

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.

For each student, you can click their **Row Actions and Options Gear** to accomplish the following items:

- **Schedule and Record Attendance Conference** ([Schedule Attendance Conference \(Connect\)](#))
- **Print PDF Community Engagement Board Referral** (non-editable)
- **Print DocX Community Engagement Board Referral** (editable)
- **Complete & Print Community Engagement Board Referral**
- **Complete Community Engagement Board Referral**
- **Suppress Community Engagement Board Referral** to remove the event from your action list without marking it complete.
- **Postpone Action** to address it later.

You can also take action for **multiple students** via the **Selected gear** in the top left:

- **Remind Parent/Guardian via Email**
- **Print PDF Community Engagement Board Referral** (non-editable)
- **Print DocX Community Engagement Board Referral** (editable)
- **Complete & Print Community Engagement Board Referral**
- **Complete Community Engagement Board Referral**
- **Generate Ad Hoc Letter**
- **Generate Ad Hoc Email**

File Truancy Petition

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

For each student, you can click their **Row Actions and Options Gear** to accomplish the following items:

- **Print Petition Notification Letter**
- **Email Petition Notification Letter**
- **Print PDF Petition**
- **Print DocX Petition** (Editable)
- **Print & Complete Petition** (PDF)
- **Complete Petition**
- **Suppress Petition** to remove the event from your action list without marking it complete.
- **Postpone Action** to address it later.

You can also take action for **multiple students** via the **Selected gear** in the top left:

- **Complete Truancy Petition**

Absence Actions Needed

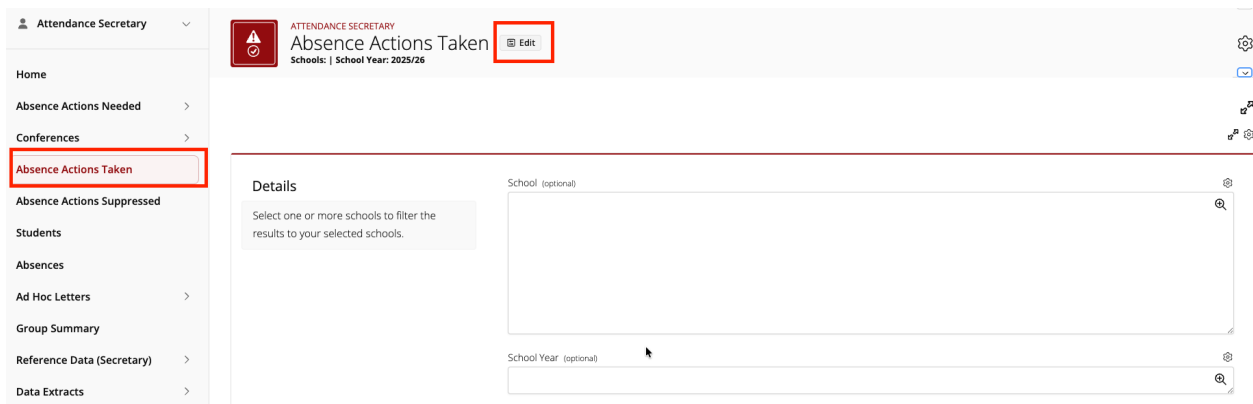
- Print Petition Notification Letter
- Email Petition Notification Letter
- Generate Ad Hoc Letter
- Generate Ad Hoc Email

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.

View Completed Absence Actions Taken

1. Start under **Absence Actions Taken** in the left navigation menu.
2. If a school isn't already selected, you will be prompted to select a school. Click the **magnifying glass** in the **School** field, click the **checkbox** next to the schools of your choice, and click **Save**.
3. Select the **School Year** field similarly and click **Save**.
4. To edit the School or School Year at any time, click the Edit Page Data Settings button to the right of the title.

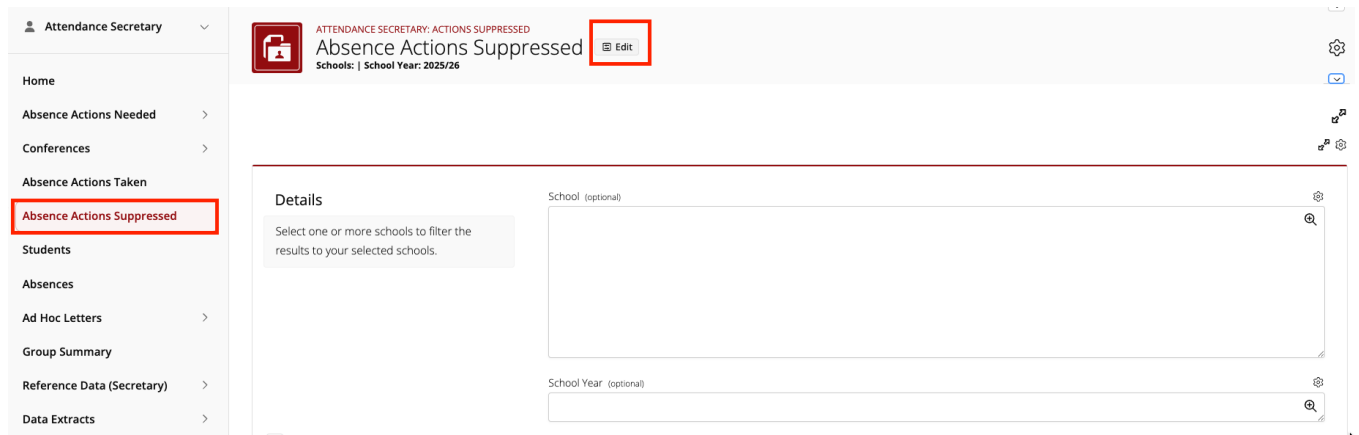


5. You will see a table listing all actions that have a status of **Complete**.
6. Click the **magnifying glass** next to the student's name to open the **Student Summary** and Attendance Details.
7. Use the **Download Data Table** icon in the top right to extract as a spreadsheet.



View Suppressed Actions

1. Start in the left navigation menu and choose **Absence Actions Suppressed**.
2. If a school isn't already selected, you will be prompted to select a school. Click the **magnifying glass** in the **School** field, click the **checkbox** next to the schools of your choice, and click **Save**.
3. Select the **School Year** field similarly and click **Save**.
4. To edit the School or School Year at any time, click the **Edit Page Data Settings** button to the right of the title.



5. You will see a data table detailing the student's condition, action, who suppressed, date, time, suppression notes, and the school year.