

Attendance Reporting *Requirements for Schools*

November 2018 | Whitney Meagher



Agenda | What we will cover today

- Background
- Actionable Data
- Enrollment and Attendance Reporting Requirements
- Securely Sending Data to OSSE
- Resources
- Questions



Learning Objectives

By the end of this webinar, participants will understand:

- The state of attendance in DC
- The legal requirements for LEAs and schools
- How LEAs can submit required data to OSSE



Why Attendance Matters

We know that good attendance is correlated with:

- Improved learning
- Higher graduation rates
- Lower dropout rates
- Future attendance habits



Actionable Data

Why is Reporting Attendance Data Important?

- It is required under local law.
- LEAs and schools can use attendance data as actionable information that informs efforts to improve attendance rates.
- It enables OSSE, LEAs and schools to track progress towards the goal of improved attendance.



Definitions

Partial school day:

At least twenty percent (20 percent) of the instructional hours regularly provided on a single school day; which shall be deemed to be a full school day, when a student is absent during this period of time without an excused absence.

Present:

A single school day on which the student is physically in attendance at scheduled periods of actual instruction at the educational institution in which she or he was enrolled and registered for at least eighty percent (80 percent) of the full instructional day, or in attendance at a school-approved activity that constitutes part of the approved school program for that student.



Definitions

Truancy:

The accumulation of 10 or more unexcused absences in a given school year

Chronic Absenteeism:

Being absent – either excused or unexcused – for more than 10 percent of the instructional days in a given school year.

Compulsory Attendance

- Any child that resides in DC who has reached the age of five, or will become five by September 30th of the current school year, must be enrolled in school.
- A DC resident who is a minor, but has received a diploma or certificate of graduation shall be excused from attending school. A minor who is 17 years old or older may be allowed flexible school hours, if approved by the head of the educational institution.



Definitions

D.C. Code § 38-202. Establishment of school attendance requirements.

(a) Every parent, guardian, or other person, who resides permanently or temporarily in the District during any school year and who has custody or control of a minor who **has reached the age of 5 years or will become 5 years of age on or before September 30th of the current school year** shall place the minor in regular attendance in an educational institution during the period of each year when the public schools of the District are in session. This obligation of the parent, guardian, or other person having custody extends **until the minor reaches the age of 18 years**. For the purpose of this section placement in summer school is not required.



Attendance in DC

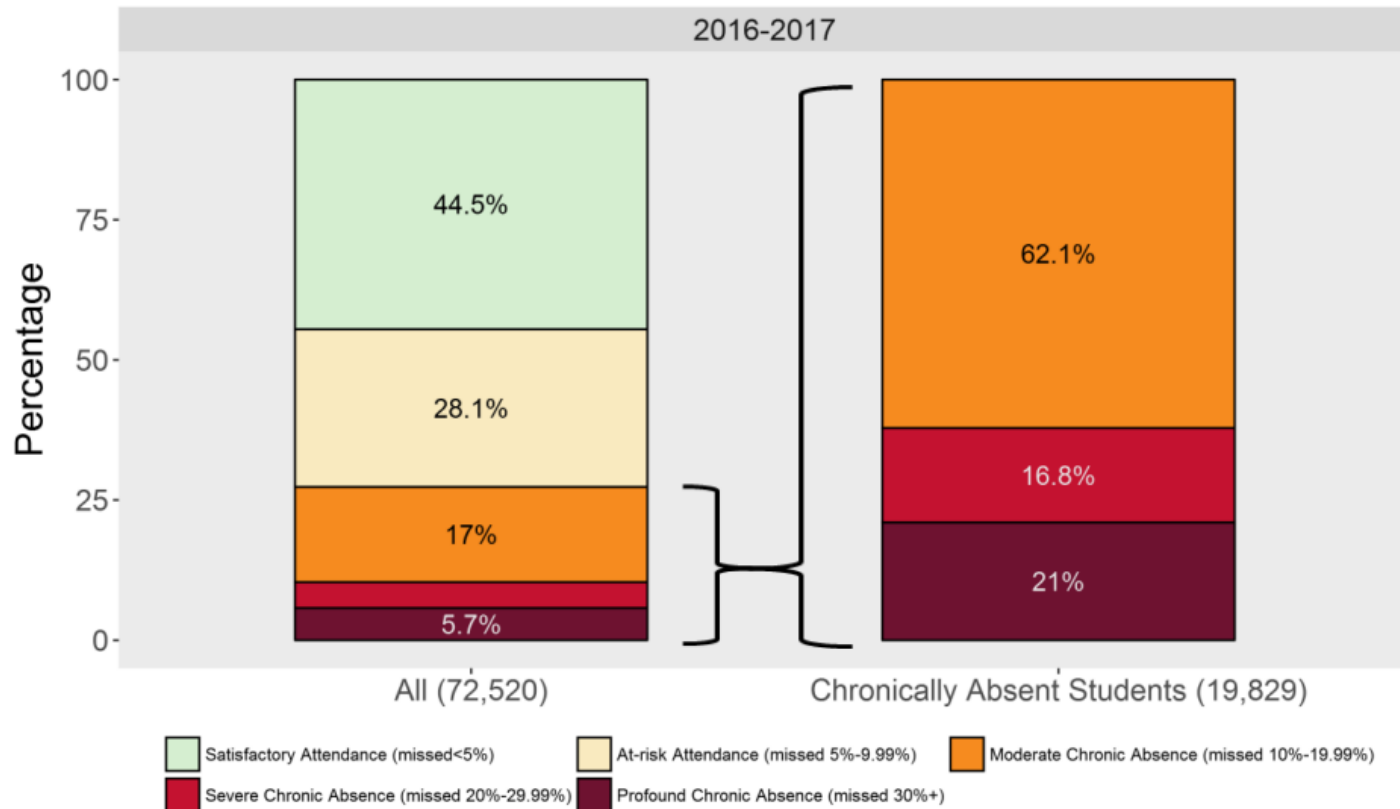
In the 2016-17 school year:

- 27.3 percent of students were chronically absent
- 25.5 percent of students were truant
- Both measures represent an increase over the 2015-16 school year (26.3 percent and 21.4 percent respectively)

The factors most strongly associated with chronic absenteeism:

- Experiencing homelessness
- Being overage for a grade
- Receiving the highest levels of special education services
- Receiving TANF or SNAP benefits
- Enrolling in more than one school

Figure 2: Absenteeism, All Students and Chronically Absent Students





Attendance in DC

Figure 11: Recurrence of Chronic Absenteeism from 2015-16 to 2016-17

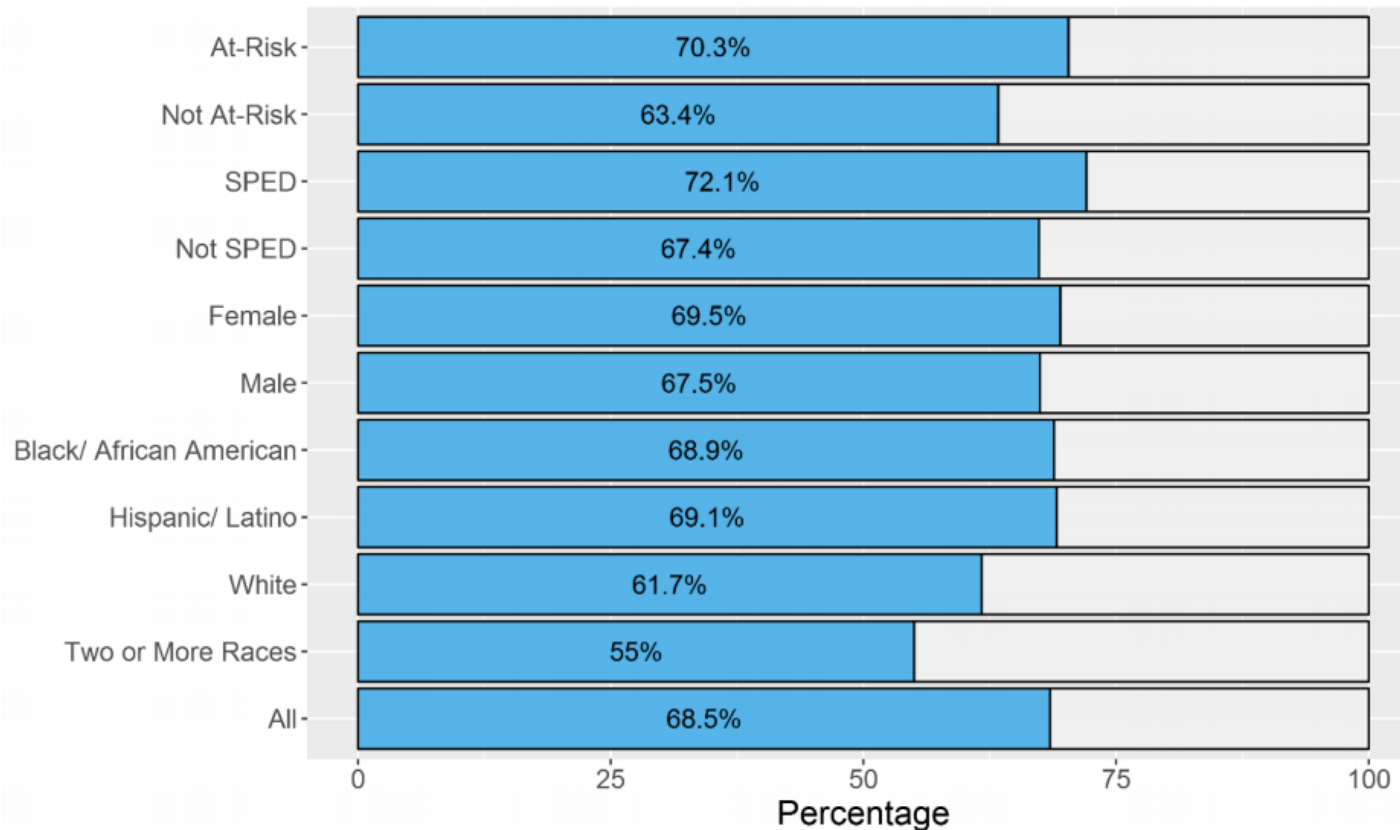
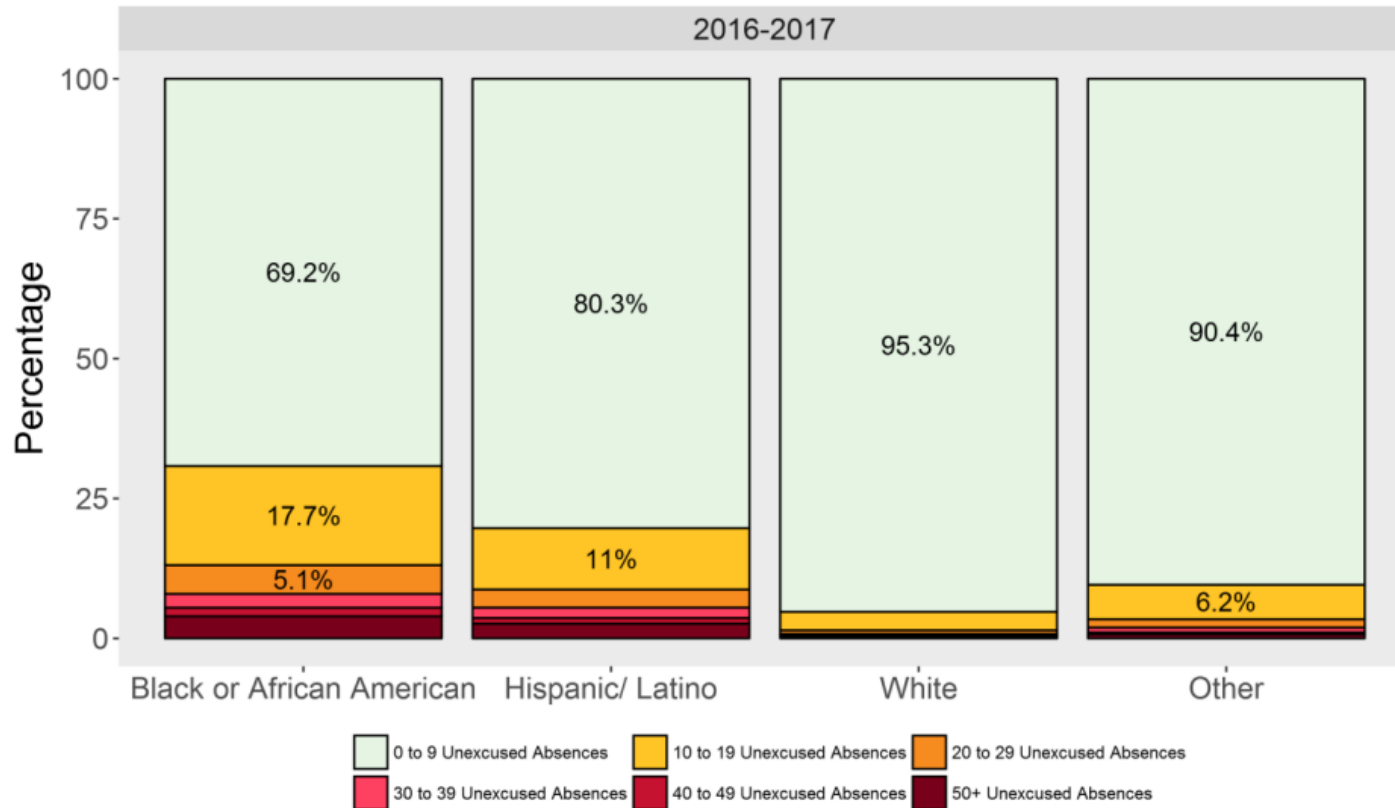


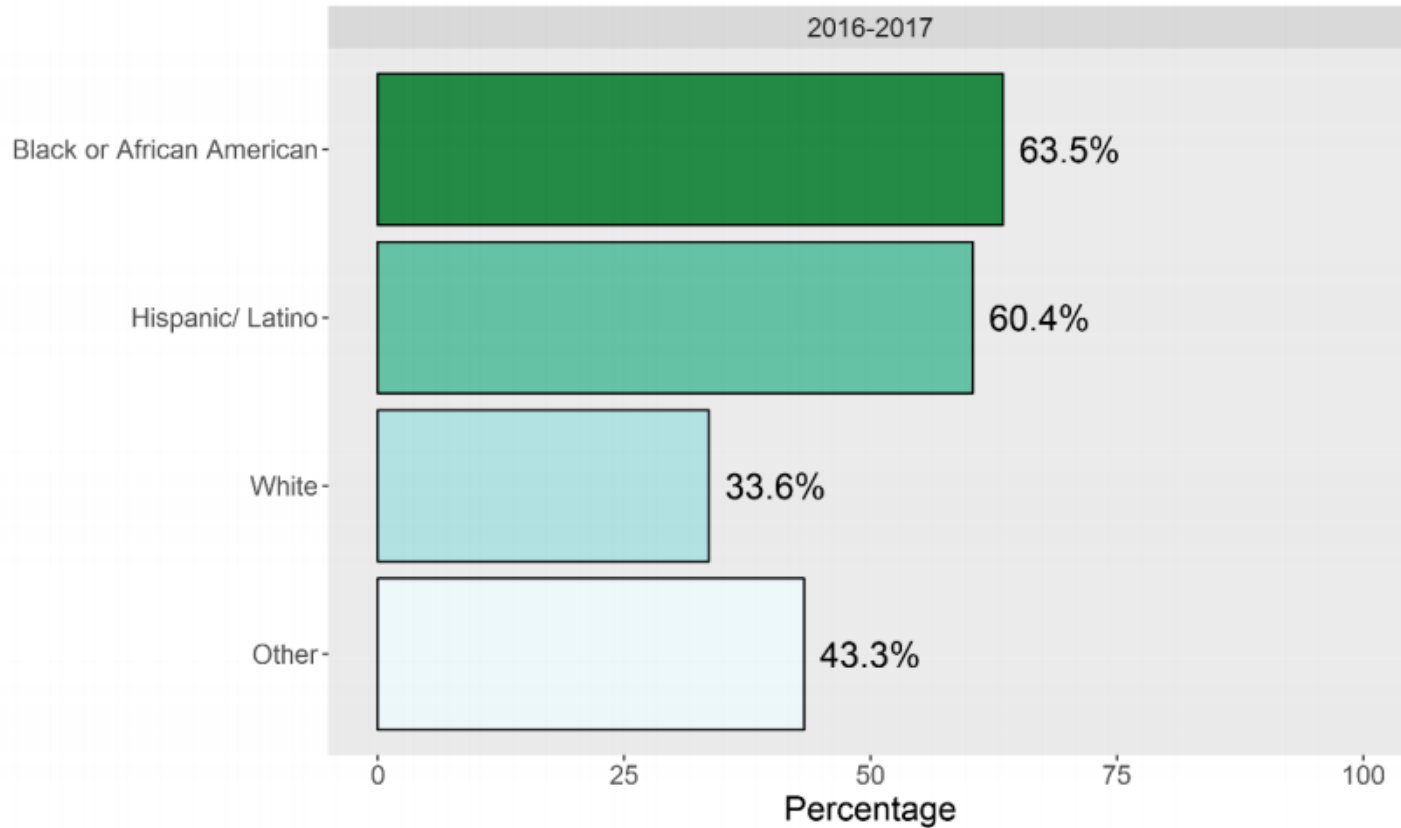
Figure 4: Truancy Risk Tiers, by Race or Ethnicity





Attendance in DC

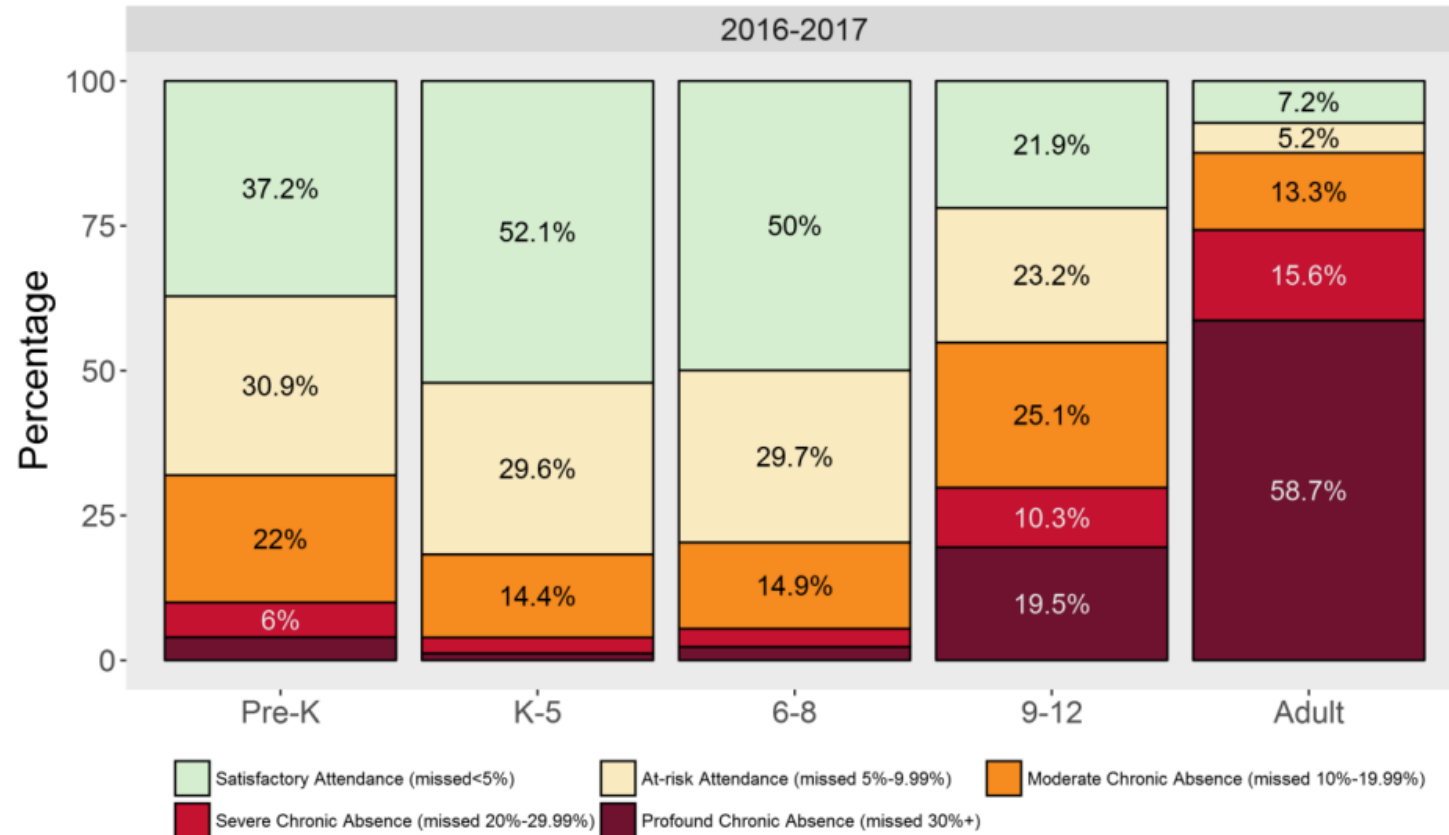
Figure 10: Proportion of Unexcused Absences, by Race or Ethnicity





Attendance in DC

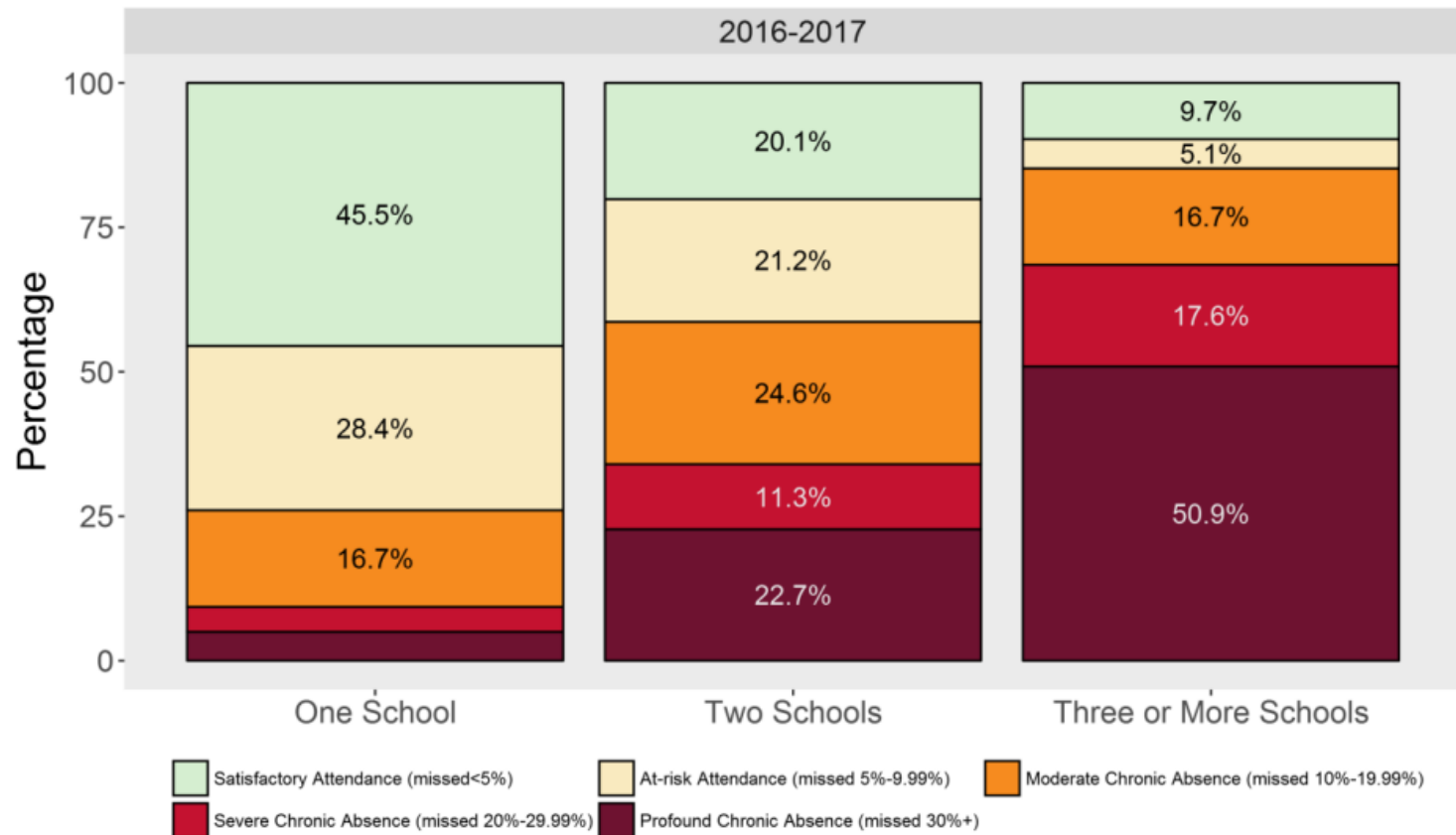
Figure 9: Chronic Absenteeism, by Grade Band





Attendance in DC

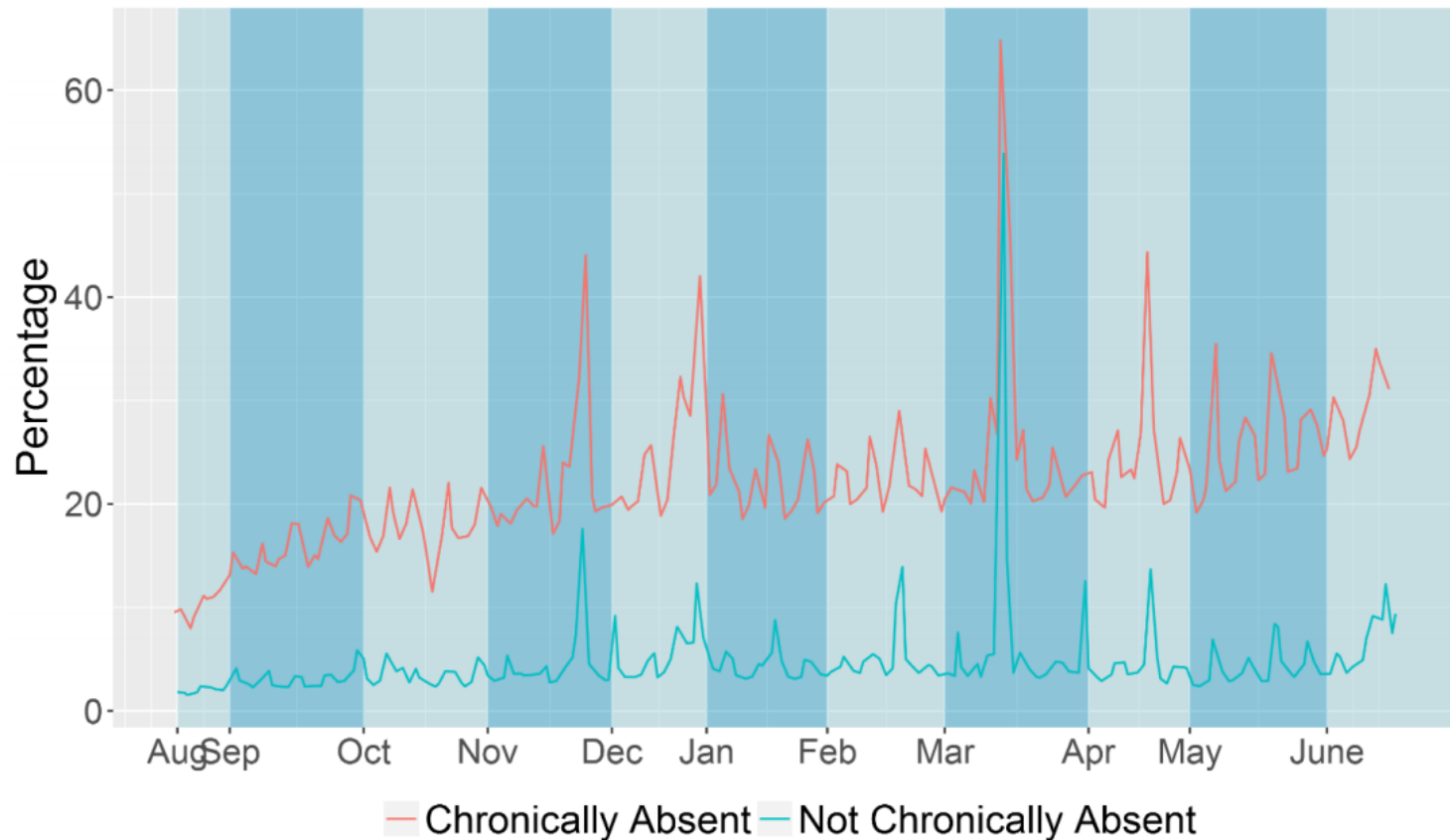
Figure 7: Absenteeism, by Number of Enrolled Schools in 2016-17





Absences Throughout the Year

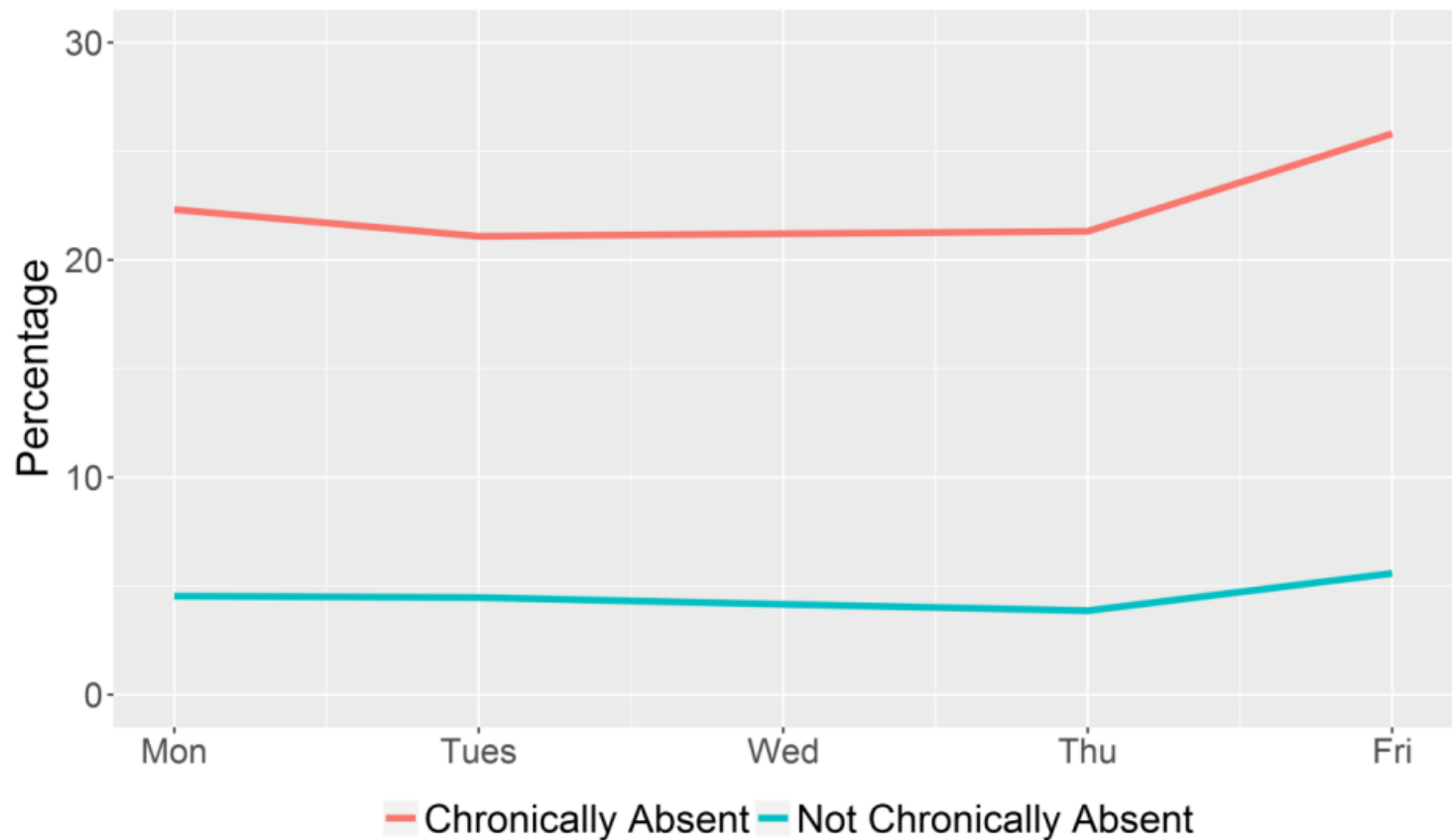
Figure 12: Attendance Patterns over the 2016-17 School Year, Absence Rate by School Day





Attendance Throughout the Week

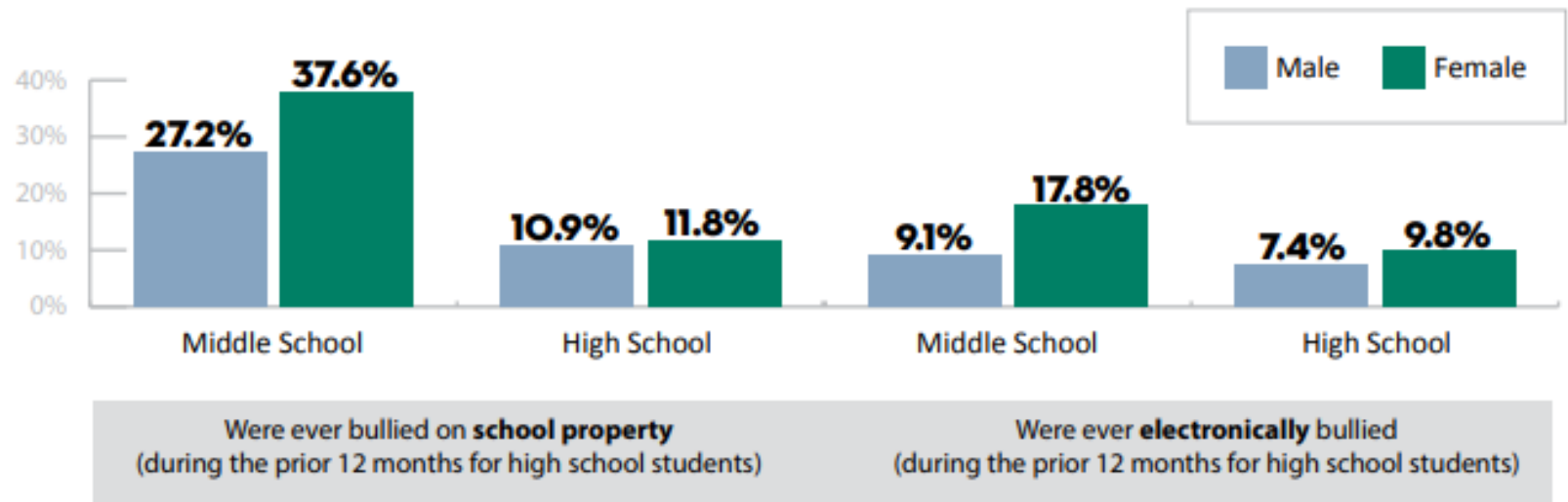
Figure C.19: Weekday Attendance Patterns, Chronically Absent Students





Youth Risk Behavior Surveillance Survey

Bullying among DC middle and high school students, by sex

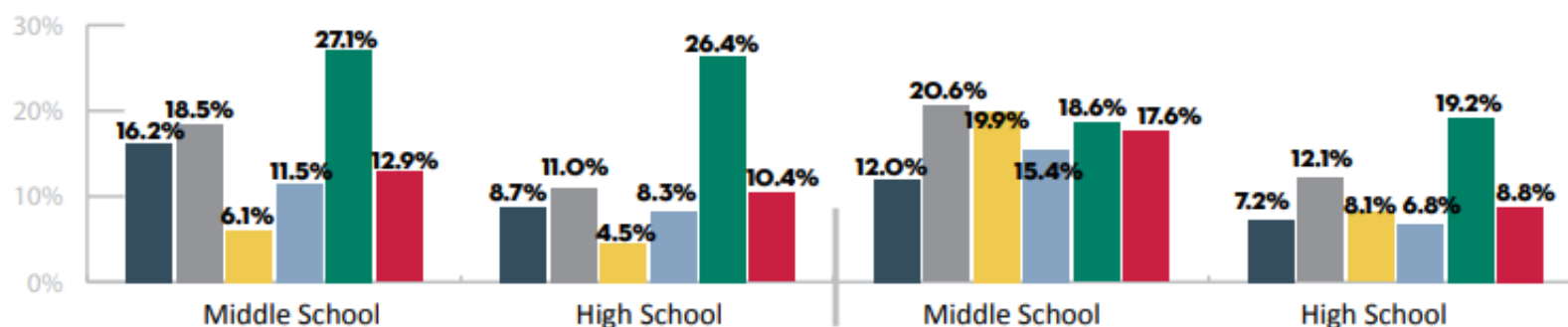


*Differences are significant between male and female students for all questions.



Youth Risk Behavior Surveillance Survey

Feelings of safety and fear among middle and high school students, by race/ethnicity



Missed one or more days of school because they felt unsafe during the prior 30 days

Were afraid of being beaten up at school one or more times during the prior 12 months

Black

Hispanic/Latino

White

Asian

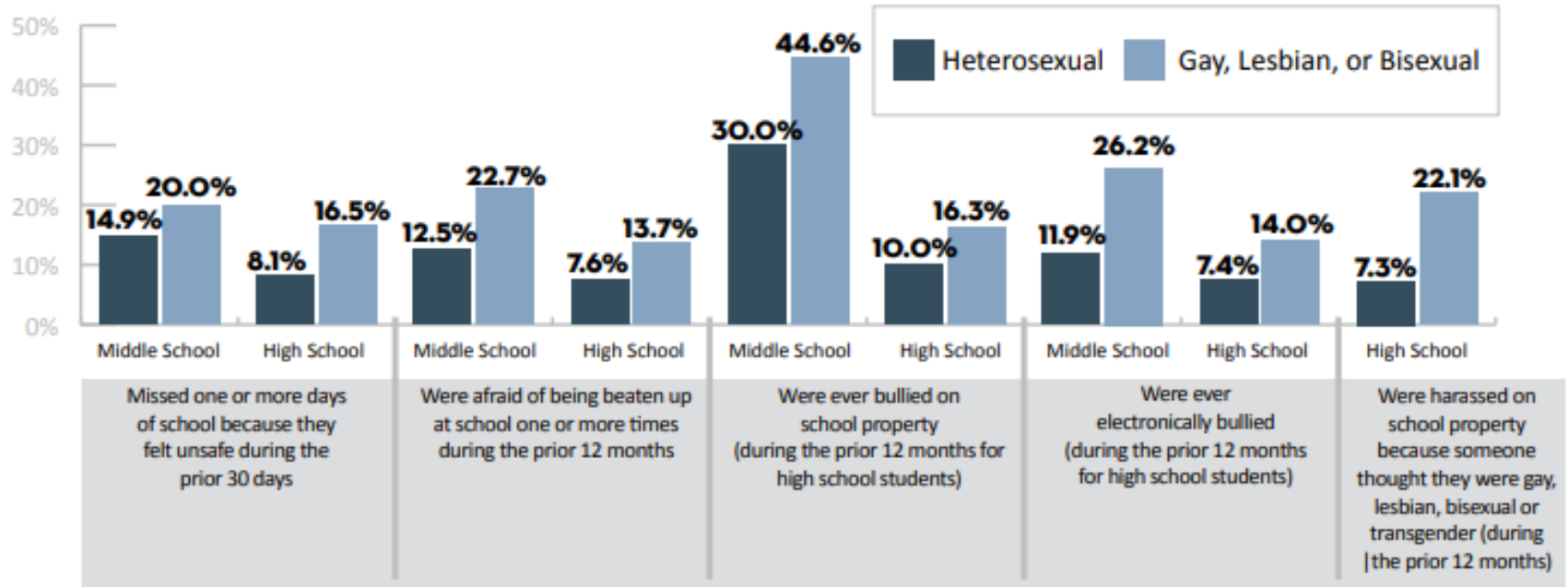
All other races

Multiple races



Youth Risk Behavior Surveillance Survey

Percentage of students who...



*Differences are significant between heterosexual and LGB students for all questions in middle and high school.



QUIZ

Chronic Absenteeism includes both excused and unexcused absences.

☐ True

☐ False



QUIZ

Chronic Absenteeism includes both excused and unexcused absences.

X True

☐ False



QUIZ

According to OSSE's annual attendance report, which students are most likely to be absent?

- ☐ Enrolling in more than one school
- ☐ Receiving the highest levels of special education services
- ☐ Experiencing homelessness
- ☐ Being overage for a grade
- ☐ Receiving TANF or SNAP benefits



QUIZ

According to OSSE's annual attendance report, which students are most likely to be absent?

- X Enrolling in more than one school**
- X Receiving the highest levels of special education services**
- X Experiencing homelessness**
- X Being overage for a grade**
- X Receiving TANF or SNAP benefits**



School Requirements Summary

By October 5, and the fifth of every other month, report enrollment data, and changes in enrollment to OSSE.

D.C. Code § 38-205. Report of enrollments and withdrawals.



School Requirements Summary

Keep an accurate daily record of attendance, which is open for inspection at any time by OSSE and other relevant parties.

D.C. Code § 38-203. Enforcement; penalties.

Please see 5-A DCMR § 2101.3 for a detailed description of what the attendance record must contain.



School Requirements Summary

Daily attendance shall include:

- participation in school-sponsored field trips;
- participation in an off-site school sponsored or approved activity during a regularly scheduled school day;
- in-school suspensions;
- the number of days a student receives instructional services while expelled or while serving an out-of-school suspension.

5-A DCMR § 2100.5



School Requirements Summary

Attendance records must be maintained starting on the first official school day, and continue throughout the year, unless the student:

- officially withdraws from the educational institution;
- fails to attend at least one day of school in the first three weeks of school without notification for such absence; or
- transfers to another educational institution.

5-A DCMR § 2101.2



School Requirements Summary

Expulsion or suspension of a student during the school year does not relieve the educational institution of the duty to record and report the student's daily attendance for the school year in which the expulsion or suspension occurred.

5-A DCMR § 2101.2



Requirements Summary

No student may be expelled, receive an out-of-school suspension, or be unenrolled for unexcused absences or late arrivals (unless they have accumulated 20 or more consecutive full school day unexcused absences).

§ 38–236.04. Limitations on exclusion as a disciplinary action.



School Requirements Summary

Designate an Attendance Monitor prior to the first day of school and report this to OSSE.

5-A DCMR § 2101.4

5-A DCMR § 2101.5



QUIZ

School attendance records may be inspected by OSSE at any time

☐ True

☐ False



QUIZ

School attendance records may be inspected by OSSE at any time

X True

☐ False



QUIZ

Attendance monitors must be designated and reported to OSSE by July 1 each year.

☐ True

☐ False



QUIZ

Attendance monitors must be designated and reported to OSSE by July 1st each year.

☐ True

X False: Attendance monitors must be designated prior to the first official school day of each school year.



QUIZ

If a student is expelled, the school no longer has to keep an attendance record.

☐ True

☐ False



QUIZ

If a student is expelled, the school no longer has to keep an attendance record.

☐ True

X False



School Requirements Summary

Create and share a policy that defines excused absences.

5-A DCMR § 2102.3

**Please see 5-A DCMR § 2102.2
for a list of categories of valid excused absences.**



School Requirements Summary

Any absence, including absences for part of the school day, are considered unexcused.

5-A DCMR § 2102.1

Parents must submit valid excuses for student absences within five school days upon the student's return to school or the absence will be deemed unexcused.

D.C. Code § 38-203. Enforcement; penalties.

5-A DCMR § 2102.4



School Requirements Summary

Implement an absenteeism protocol, including the creation of a Student Support Team (SST) that will receive student referrals within two school days after a student has accumulated five or more unexcused absences in one marking period.

5-A DCMR § 2103.1-4



QUIZ

How many days do parents have to submit an explanation for an absence?

☐ 1

☐ 3

☐ 5



QUIZ

How many days do parents have to submit an explanation for an absence?

☐ 1

☐ 3

X 5



QUIZ

After how many absences will the student be referred to the school's Student Support Team?

☐ 2

☐ 5

☐ 10



QUIZ

After how many absences will the student be referred to the school's Student Support Team?

☐ 2

X 5

☐ 10



School Requirements Summary

Notify OSSE and other agencies when students accumulate excessive absences.

- Notify OSSE within two business days of a student's 10th unexcused absence.
- For students age 5 to 13, notify CFSA within two business days of a student's 10th unexcused absence.
- For students age 14 to 17, notify the Court Social Services Division of the Superior Court of the District of Columbia and to the Office of the Attorney General Juvenile Section within two business days of a student's 15th unexcused absence.

D.C. Code § 38-208. Truancy procedures; inter-agency coordination.



School Requirements Summary

Within two days of a student accumulating 10 unexcused absences, notify parents that they may be in violation of compulsory attendance requirements.

D.C. Code § 38–207. Authority of police over truant child.



School Requirements Summary

An educational institution shall notify the Office of the State Superintendent of Education immediately upon information, reason, or belief that a school-age child who has been withdrawn from a school has not been re-enrolled in a school following withdrawal from school or is not receiving private instruction.

5-A DCMR § 2104.4



School Requirements Summary

Within 60 days after the end of a school year, report to the OSSE, and make publicly available, specific attendance data for that school year.

D.C. Code § 38-203. Enforcement; penalties

Please see D.C. Code § 38-203. Enforcement; penalties. for a list of information that will be included in the report.



ESSA-Related Changes

The Every Student Succeeds Act (ESSA) (20 U.S.C. 6311) required DC to make changes to the accountability system.

As a result, **starting in the 2018-19 school year, attendance now counts towards school accountability ratings in two ways:**

- 1) Schools may earn points based on in-seat attendance rates or the daily average percentage of enrolled students who were present in school.
- 2) Schools may earn points based on a chronic absenteeism measure. The chronic absenteeism measure uses the percentage of enrolled students who were present for 90 percent or more enrolled days or growth in 90 percent attendance - whichever is better.



ESSA-Related Changes

Attendance rates will also be reported in the new DC School Report Card, which will be published online for the first time in December 2018.



QUIZ

Schools are required to notify OSSE after a student accumulates how many unexcused absences?

☐ 5

☐ 10

☐ 15



QUIZ

Schools are required to notify OSSE after a student accumulates how many unexcused absences?

☐ 5

X 10

☐ 15



QUIZ

Chronic absenteeism is now a part of DC's school accountability system.

- ☐ True
- ☐ False



QUIZ

Chronic absenteeism is now a part of DC's school accountability system.

X True

☐ False

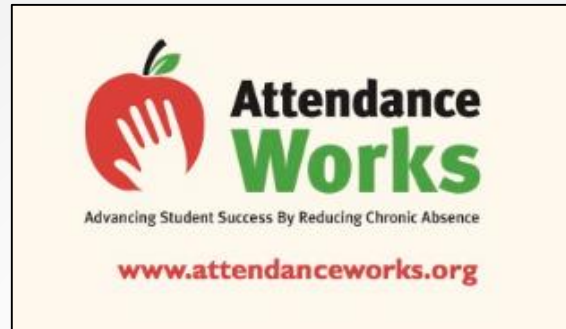


Truancy Form (<https://osse.dc.gov/node/794462>)

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Attendance Resources

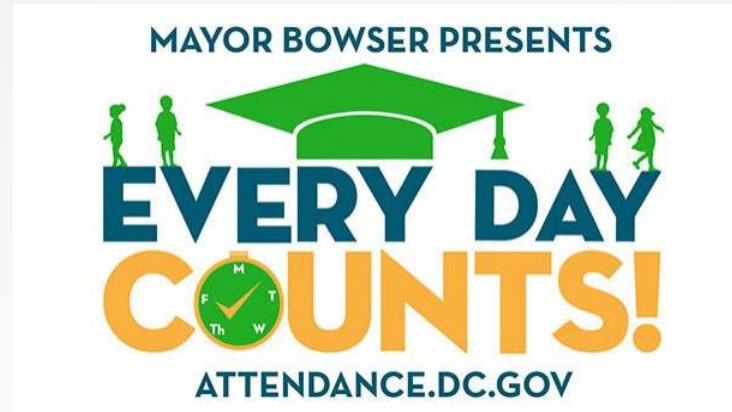


The site has research and resources about the root causes of chronic absenteeism, handouts, videos, toolkits, and posters to promote school attendance.





Local Resources

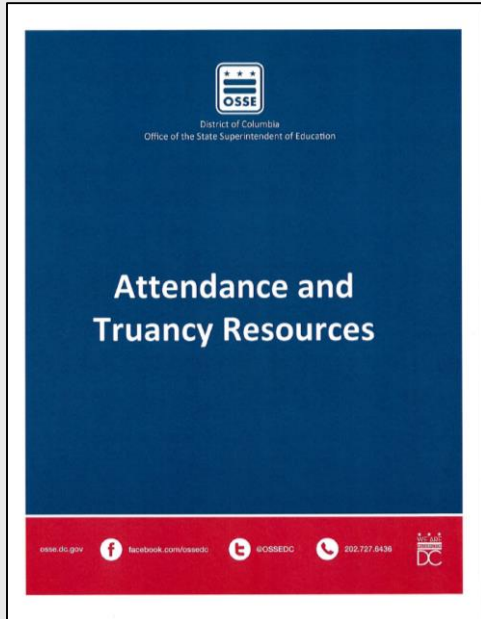


For Educators:

- Examples of Weekly Incentives
- Certificate of Attendance Achievement
- Sample Back to School Letter for Families
- Examples of Tiered Interventions
- Attendance Talking Points to High School Students



Local Resources



- Causes of Absences
- Explanation of Local Requirements for Families
- Handouts for Families
- Local Resources:
 - Attendance and Truancy
 - General DC Agencies
 - Childcare
 - Counseling and Mental Health
 - Family and Parenting Support
 - Health
 - Housing Support
 - Transportation

<https://osse.dc.gov/page/attendance-and-truancy-resources-schools>



**For all questions, issues uploading data, or anything else, please
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Questions?

Please provide your feedback:

<https://www.surveymonkey.com/r/XFGBPTS>