



An Attendance Team That Owns the Next Step

How should our attendance team be built so every case has an owner and a clock?

THREE MOVES FOR THIS WEEK



Name an attendance lead

Cost: \$0

One person runs the review and tracks owners.



Owner and date on every case

Cost: \$0

No case leaves the meeting without both.



Close the loop

Cost: \$0

Each review starts with: did last time's actions happen?

TEAM MEETING AGENDA

1. Did last meeting's actions happen?
2. New cases: what reason did we hear?
3. Owner and date for each next step.
4. One structural barrier to raise with leadership.

MATCH THE RESPONSE TO THE REASON

Teacher

Notifies and asks why first.

Counselor / social worker

Classifies and builds SALT plans.

Liaisons

Housing, foster care, family partners.

Administrator

Removes structural barriers.

AVOID THESE MISSTEPS

- x Reviewing lists without assigning actions
- x One person carrying every case
- x Skipping follow-up on past actions

HOW YOU WILL KNOW IT WORKS

Leading: Cases with owner and date

Lagging: Actions completed on time

Evidence: Gentle-Genitty, Attendance Talk, 114th IATDP Conference, Corpus Christi (Oct 21, 2026); Gentle-Genitty, Your Presence Matters national deck (2026); HEDCO Institute meta-analysis, University of Oregon (2025-2026), 49 U.S. studies; Attendance USA, No Empty Seats National Position Statement.



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