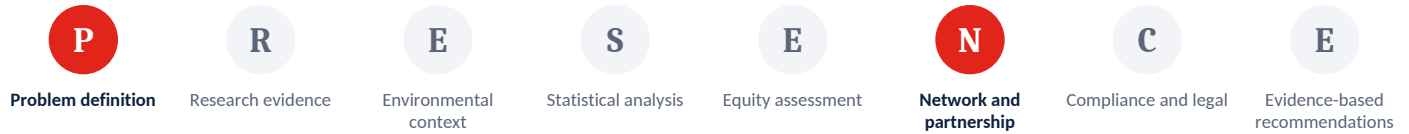




An Attendance Team That Owns the Next Step

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

PRESENCE™ DATA DISCOVERY: STEPS IN THIS PROMPT ARE HIGHLIGHTED



YOUR PROMPT Review last month's cases. What share had a named owner and a date? What share of actions happened?

RECORD WHAT YOU FIND

Student or group	What the data shows	Reason heard (4 reasons)	Next step, owner, date

REFLECT WITH YOUR TEAM

Who owns the next step in your current cases?

Which roles are missing from your team?

How do you know actions happened?

YOUR ROADMAP

FIRST 30 DAYS

Name a lead and roles

BY 90 DAYS (3 MONTHS)

Add owner and date to every case

BY 180 DAYS (6 MONTHS)

Track action completion

Measure. Leading: Cases with owner and date. Lagging: Actions completed on time. Record a baseline today and a target for six months.



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