

# DOINGWHATWORKS



SAMPLE MATERIAL

## Chronic School Absenteeism

John C. Diehl Elementary School, Pennsylvania

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Maximize Attendance

Chronic school absenteeism can hinder program effects on student academic outcomes. Funding for after-school programs requires documentation showing that extended learning time programs monitor and address absenteeism. The *Chronic School Absenteeism* form, developed by the CHAMPS after-school program, is designed to record a student's absences and, more importantly, the reasons for those absences. The form has two main parts: a place to note reasons for chronic absenteeism based on student, parent, and homeroom teacher interviews and the site manager's recommended steps. After-school program site managers gather information and submit the form to the program supervisor. Interventions a site manager may recommend include change of program services (e.g., added mentoring, change of class schedule); conferences with the principal, counselor, or nurse; a home visit; or involving the School Assistance Program (SAP) team.

Information gathered on chronic absentees can provide helpful feedback about the program or particular problems the student may be having. This information can be used to improve the program or intervene and assist the individual student.

The School District of the City of Erie, PA  
**CHAMPS** Afterschool Programs

Engage

Enrich

Educate



**Chronic School Absenteeism**

The State has requested documentation that shows evidence that our program is monitoring and addressing chronic absenteeism and inappropriate behavior of program students. Please complete this form each month for each student who has missed three (3) or more days of school during the reporting month. You will need to talk to the homeroom teacher, student, and/or parent to obtain correct information.

Student Name \_\_\_\_\_ Reporting Month \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Number of School Days missed this month \_\_\_\_\_ Total Days Absent year-to-Date \_\_\_\_\_

**Interviews**

Student's stated reason for school absence \_\_\_\_\_  
\_\_\_\_\_

Reason stated on excusal form given to Homeroom Teacher \_\_\_\_\_  
\_\_\_\_\_

Parent's / Guardian's stated reason for school absence \_\_\_\_\_  
\_\_\_\_\_

**Site Manager's Recommended Steps**

Based on your interviews with the student, teacher and parent, would you recommend any on the following services for the student and/or his/her family:

- \_\_\_\_\_ Additional support within the CHAMPS program: Mentoring, change of group, change of club, special project
- \_\_\_\_\_ Conference with principal or counselor
- \_\_\_\_\_ Conference with school nurse
- \_\_\_\_\_ School-Home Visitor
- \_\_\_\_\_ SAP or BEST Team
- \_\_\_\_\_ Other: Please explain: \_\_\_\_\_

**Additional Comments**