



Ann Visger Preparatory Academy

MTSS Process Attendance Supports and Interventions



TIER I: TEACHER ACTIONS:

- Teacher follows the district attendance protocols
- Track consecutive and/ or non-consecutive absences of students who have >3% absences based on his or her enrollment date
- Teacher Contacts Parent/Guardian to determine root cause of absences.
- Use strategies that will promote student learning during absences (i.e. synchronous/asynchronous learning opportunities)
- Teacher enters communication into student visits located on MiStar
- If student exceeds 3%, move to step 2: Tier II



TIER II: TEACHER ACTIONS: MID RISK ALERT

- Teacher track students who have 3-5% absences consecutive or not based on his or her enrollment date
- Teacher continues to document student absences in MiStar
- Teacher notifies Attendance Officer and provide a status update and requests assistance if the root cause does not appear valid or if the family needs additional assistance
- Teacher communicates with parent to share attendance challenges that has a negative impact on student academic progress
- Use strategies that will promote student learning during absences (i.e. synchronous/asynchronous learning opportunities)
- **MTSS TEAM ACTION:**
- Attendance Officer Contacts Parent/Guardian and provides an update to teacher, social worker, PBIS/Dean, Parent Coordinator, building secretary and administrator
- Attendance Officer will track parent connections
- Attendance Officer will mail Truancy Correspondences to parent
- MTSS Team will meet with teacher and Attendance Officer to provide support strategies



TIER III: MTSS TEAM ACTIONS: HIGH ALERT

- Teacher continues to track students who have 5% or more absences based on his or her enrollment date
- Teacher continues to document student absences in MiStar
- Use strategies that will promote student learning during absences (i.e. synchronous/asynchronous learning opportunities)
- **MTSS TEAM ACTION:**
- Parent formal meeting is requested to discuss Truancy Violation
- Student will go on an attendance plan with check in with Attendance Officer
- Attendance Officer conducts investigation to determine next steps for student/family who have 5 or more consecutive absences or an absence rate of 10% or more (i.e. home visit, Compulsory Attendance Law Review, etc.)
- Attendance Officer confers with Administration to determine whether the violation will go to Wayne County Prosecutor Office for Truancy Violation