

## **Parent/guardian Notification for Unexcused Student Absences**

November 1, 2011

### New Legislation

House Bill 3197 requires parents/guardians to be **“notified by the end of the school day on any day that the child has an unplanned absence.”** End of the school day is defined by ODE as the end of the last regularly scheduled class. Compliance with this law requires a change in our practice for secondary schools of performing autodialer calls beginning at 5pm and going into the late evening. It also puts an additional burden on staff to have attendance entered into our student system on a very timely basis.

After much processing the following guidelines have been developed.

### Elementary Schools (K-5)

Attendance is taken first thing in the morning by homeroom.

Autodialing begins either at 9am or 9:30am depending on the school.

A second call time in the early afternoon will occur to cover unexcused absences for afternoon kindergarten. Some schools use either volunteer parents or other staff to personally call instead of using the autodialer.

### Middle Schools (6-8)

Attendance is taken by period. It is possible for students to be present in the morning and be missing in the afternoon. Therefore two dialing times will occur for middle schools.

The first dialing time will occur at 10:30 for all middle schools and will cover the first period or two. A second dialing time will begin midway through the last period of the school day.

### High Schools (9-12)

Attendance is taken by period. It is possible for students to be present in the morning and be missing in the afternoon. Therefore two dialing times will occur for high schools.

The first dialing time will occur at 12:30 for all high schools and will cover the morning periods. High teachers will need to enter their morning attendance by 12:15. A second dialing time will begin 20 minutes after the last period of the school day giving teachers 20 minutes after their last period to enter afternoon attendance.

### Implementation Plan

November 1 - Send this document to all principals and attendance staff

November 7 – Begin working with middle schools

November 21 – Begin working with high schools

December 5 – Begin working with elementary schools

CIS will work with each school individually. The goal is to have implementation of this new process completed by Friday December 9, 2011.

**Note:** In the past we have experienced the problem where students get home before parents and delete the message so the parent doesn't know they missed some or all classes. This new schedule will create an even greater opportunity for this to occur. The autodialer system is also capable of sending email which is an option available to counter students deleting absence voice messages.