



October 10, 2016

TO: Faculty and Staff
 FROM: PBracho, PSA Counselor
 SUBJECT: MONTHLY ATTENDANCE UPDATE AND REMINDERS

September Attendance Achievement

Grade	Far Below Basic Less than 87%	Below Basic 87-91%	Basic 92-95%	Proficient 96-99%	Advanced 100%	Total
Ninth Grade	11.2% 13 STUDENTS	5.2% 6 STUDENTS	12.1% 14 STUDENTS	23.3% 27 STUDENTS	48.3% 56 STUDENTS	116
Tenth Grade	9.1% 16 STUDENTS	9.7% 17 STUDENTS	11.4% 20 STUDENTS	24% 42 STUDENTS	45.7% 80 STUDENTS	175
Eleventh Grade	8.9% 11 STUDENTS	13% 16 STUDENTS	8.1% 10 STUDENTS	22% 27 STUDENTS	48% 59 STUDENTS	123
Twelfth Grade	16.5% 13 STUDENTS	7.6% 6 STUDENTS	7.6% 6 STUDENTS	25.3% 20 STUDENTS	43% 34 STUDENTS	79
School-wide	10.8% 53 Students	9.1% 45 Students	10.1% 50 Students	23.5% 116 Students	46.5% 229 Students	493

Performance Meter Goal **2016-2017**: For all students to maintain Proficient/Advanced Attendance
Proficient/Advanced Attendance (96% or higher) is maintained by having no more than 1 absence for every 25 days of instruction (maximum of 7 absences in 180 day school year).

Announcements for October

Reminders/Alerts:

- Please remind students the 12th is a day off and school will be back in session on Thursday at 8am.
- Please submit attendance within the first 15 minutes of the period. Attendance not submitted calls are made starting at 2:30pm every day.
- Attendance discrepancies reports are due by Friday at 3pm to the main office.
- If you receive an attendance not submitted request, please print and complete the five column roster and submit it to the main office.

Attendance Activities/Events:

- 285 students participated in the 25th day morning pastry celebration and received a lunch pass! The 50th school day celebration will be on Nov 4th.
- The 10th and 11th grade advisory periods with the highest attendance will be receiving a pizza party on November 4th. (Every month there will be a new incentive competition)
- Students who have fallen below 96% attendance will start participating in a monthly attendance educational group, during advisory period. These will be held every second week of the month.

Attendance Tips:

- Greet students warmly in the morning, take attendance daily and ask about them when they come back after an absence.
- Encourage students to come to school every day.
- Recognize individuals and classes for improved attendance.
- Refer students to PSA Counselor with continuous attendance related issues.