

Green Design

Diego Rivera

Learning Complex

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

November 15, 2016

October Attendance Achievement

Grade	Far Below Basic Less than 87%	Below Basic 87-91%	Basic 92-95%	Proficient 96-99%	Advanced 100%	Total
Ninth Grade	10.8% 13 STUDENTS	7.5% 9 STUDENTS	17.5% 21 STUDENTS	35.8% 43 STUDENTS	28.3% 34 STUDENTS	120
Tenth Grade	12.1% 21 STUDENTS	8.7% 15 STUDENTS	16.8% 29 STUDENTS	31.8% 55 STUDENTS	30.6% 53 STUDENTS	173
Eleventh Grade	13% 16 STUDENTS	5.7% 7 STUDENTS	17.1% 21 STUDENTS	30.9% 38 STUDENTS	33.3% 41 STUDENTS	123
Twelfth Grade	15.6% 12 STUDENTS	3.9% 3 STUDENTS	11.7% 9 STUDENTS	48.1% 37 STUDENTS	20.8% 16 STUDENTS	77
School-wide	12.6% 62 Students	6.9% 34 Students	16.2% 80 Students	35.1% 173 Students	29.2% 144 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 November

Reminders/Alerts:

- Please remind students we have minimum day on the 18th, with student dismissal at 12:36pm.
- 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 9am to the main office.
- If you receive an attendance not submitted request, please print the five column roster and submit it to the main office.
- Fall break is Nov. 21st - Nov. 25th and will be back in session November 28th.

Attendance Activities/Events:

- 198 students participated in the 50th day morning churro celebration and received a lunch pass! The 75th school day celebration will be on December 12th.
- The 10th and 11th grade advisory periods with the highest attendance will be receiving a celebration party on December 2nd. (Every month there will be a new incentive competition)
- Mr. Wynne and Mr. Campo's advisory period received a pizza party on November 4th, for having the advisory period with the highest attendance.
- 10th and 11th grade advisory periods will be randomly chosen each week to hand out bagels to the students with perfect attendance from the previous week.
- 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.

Approved by: Dr. Lupejkis Principal