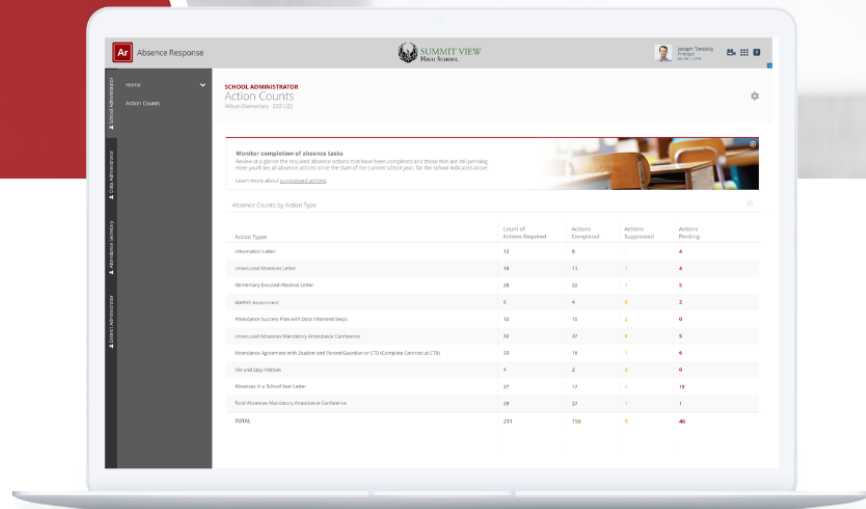


**Ar** ABSENCE RESPONSE  
**SECRETARY'S GUIDE**



**SCHOOL ADMINISTRATION**  
**Action Counts**  
March 2020 - 2020

**Monitor completion of absence tasks**  
Review at a glance the required absence actions that have been completed and those that are still pending. Filter and sort all absence actions using the range of the current school year for the school administrator. [Learn more about Absence Response](#)

**Absence Counts by Action Type**

| Action Type  | Count of Actions Required | Actions Completed | Actions Superseded | Actions Pending |
|--|---------------------------|-------------------|--------------------|-----------------|
| Information Letter   | 12                        | 6                 | 0                  | 4               |
| Unexcused Absence Letter   | 14                        | 13                | 1                  | 4               |
| Excused Absence Letter   | 28                        | 22                | 1                  | 5               |
| Medical Assessment   | 6                         | 4                 | 0                  | 2               |
| Attendance Success Plan with Data informed Steps                                   | 12                        | 10                | 2                  | 0               |
| Unexcused Absence Mandatory Attendance Conference                                  | 42                        | 37                | 0                  | 5               |
| Absence Agreement with Guardian and Travel/Guardian or CTO Complete Contact at CTO | 23                        | 16                | 1                  | 6               |
| File and Map Protocol  | 4                         | 2                 | 2                  | 0               |
| Absence in a School Year Letter  | 37                        | 13                | 1                  | 19              |
| Total Absence Mandatory Attendance Conference                                      | 28                        | 27                | 1                  | 1               |
| <b>TOTAL</b>   | <b>231</b>                | <b>156</b>        | <b>5</b>           | <b>40</b>       |

|  |          |
|--|----------|
| <b>Introduction</b>                        | <b>6</b> |
| What Absence Response Achieves             | 6        |
| How to Use This Manual                     | 7        |
| Login Instructions                         | 7        |
| <b>Application Navigation - User Roles</b> | <b>8</b> |
| <b>Secretary</b>                           | <b>9</b> |
| Home                                       | 9        |
| Introduction                               | 9        |
| Summary                                    | 10       |
| Reference Data                             | 10       |
| State Requirements                         | 10       |
| Elementary Requirements                    | 11       |
| Middle and High School Requirements        | 12       |
| Absence Types                              | 12       |
| Calculations Methods                       | 12       |
| Accumulated Partial-Day Absences           | 13       |
| Part-day and Full-day Absences             | 14       |
| Majority Absence Counts                    | 15       |
| Absence Calculations Time Periods          | 15       |
| Absence Conditions                         | 16       |
| Absence Conditions Explanation             | 17       |
| Absence Counts by Time Period              | 18       |
| Absence by Number of Calendar Days         | 19       |
| Condition Instances                        | 20       |
| Absence Response Actions                   | 21       |
| WARNS Assessment                           | 22       |
| Absence Actions Needed                     | 23       |
| Adding Dates and Reviewing Prior Year Data | 24       |
| All Absence Actions Needed                 | 29       |

|   |    |
|---|----|
| Attendance Condition                      | 33 |
| Required Action                           | 34 |
| Action Status                             | 35 |
| Data Informed Steps                       | 35 |
| Attendance Agreement                      | 36 |
| Details                                   | 37 |
| Goals                                     | 37 |
| Assessments                               | 38 |
| Accommodations                            | 39 |
| Communications                            | 39 |
| Commitments                               | 40 |
| Send Information Letter                   | 40 |
| Row Actions and Options                   | 41 |
| Print Information Letter                  | 43 |
| Print and Complete Information Letter     | 46 |
| Complete informational letter             | 47 |
| Suppress Information Letter               | 48 |
| Generate and Email Information Letter     | 49 |
| Data Table Actions and Options            | 50 |
| Column actions and options                | 51 |
| Inform Via Letter or Phone                | 52 |
| Row Actions and Options                   | 52 |
| Print Unexcused Notification              | 55 |
| Print and Complete Unexcused Notification | 59 |
| Complete unexcused notification           | 61 |
| Generate SMS Message                      | 62 |
| Suppress Unexcused Notifications          | 62 |
| Generate Robocall                         | 63 |
| Generate and Send Unexcused Notification  | 63 |
| Schedule Attendance Conference            | 64 |

|  |    |
|--|----|
| Row Actions and Options                                | 65 |
| Schedule & Record Attendance Conference                | 65 |
| Complete Attendance Conference                         | 69 |
| Suppress Attendance Conference                         | 70 |
| Convene IEP/504 Team                                   | 71 |
| Row Actions and Options                                | 72 |
| Schedule and Record Conference with IEP/504            | 72 |
| View Recorded Conference with IEP/504 Team             | 73 |
| Complete Conference with IEP/504 Team                  | 74 |
| Suppress Conference with IEP/504 Team                  | 74 |
| Take Data Informed Steps                               | 75 |
| Row Actions and Options                                | 75 |
| Complete Data Informed Steps (Success Plan)            | 76 |
| Suppressing Data Informed Steps (Success Plan)         | 76 |
| Schedule and Complete WARNS                            | 77 |
| Row Actions and Options                                | 77 |
| Schedule WARNS Assessment                              | 78 |
| Complete WARNS Assessment                              | 81 |
| Suppress WARNS Assessment                              | 81 |
| Enter into Agreement                                   | 82 |
| Attendance Contract Plan Column                        | 82 |
| Row Actions and Options                                | 83 |
| Create Agreement (Attendance Contract)                 | 84 |
| Complete Agreement (Attendance Contract)               | 85 |
| Suppress Agreement (Attendance Contract)               | 86 |
| Refer to Community Engagement Board                    | 87 |
| Community Engagement Board Referral Column             | 87 |
| Row Actions and Options                                | 90 |
| Print Community Engagement Board Referral              | 90 |
| Print and Complete Community Engagement Board Referral | 92 |

|   |     |
|---|-----|
| File Truancy Petition                   | 94  |
| File and Stay Petition - Column         | 94  |
| Row Actions and Options                 | 99  |
| Print File and Stay Petition            | 99  |
| Print Incomplete File and Stay Petition | 101 |

# Introduction

## What Absence Response Achieves

It can be daunting to learn and keep up-to-date with the various laws that educators and school districts must stay in compliance with. School Data Solutions created Absence Response to allow a school district to ensure that they are fully compliant with their state laws. This lets you concentrate on the crucial issues abundant in managing a school district or classroom.

Absence Response will allow you to:

1. Maintain compliance as well as flag any absence conditions identified by ESSA and your state reporting regulations.
2. Get automatic alerts under absence conditions defined by your state or district.
3. Send absence notifications to families via email, text, letter, or voice message.
4. Review absences by class period, day, week, or month.
5. Customized reports empower schools to correct an inequity in student learning opportunities.
6. Record each absence communication home for a clear trail of documentation.
7. Filter records by gender, race, or program to uncover absence trends.
8. Remove the hurdles to learning by showing clear charts that demonstrate student subgroups most at risk for more effective interventions.
9. Customize your alerts that monitor the essential attendance metrics to your district.
10. Avoid hefty fines and fees, as well as potential litigation that is involved when not maintaining compliance.

It can be extremely challenging to stay compliant with the law when it's constantly changing or when new laws have been in the past. Sometimes it seems as though you need a law degree to comprehend the ramifications fully. With absence response, you don't. It will handle all of the specifics with this leaking clean interface as well as intuitive alerts. The purpose of this guide is to give you a tour and some functional knowledge of how to utilize absence response to its full potential.

## How to Use This Manual

The layout of this manual is organized with a basic introduction. A guide to familiarize yourself with the User Interface, The purpose of this Secretary's Manual is to get you up and running with Absence Response in the most timely manner possible. All options in Absence Response are covered here.

This manual is laid out in terms of user “Roles”. Everything relevant to any given role is covered in individual sections such as [District Administrator](#), [School Administrator](#), [Data Administrator](#), and [Secretary](#). This allows you to find the information that is relevant to you or your job quickly and efficiently.

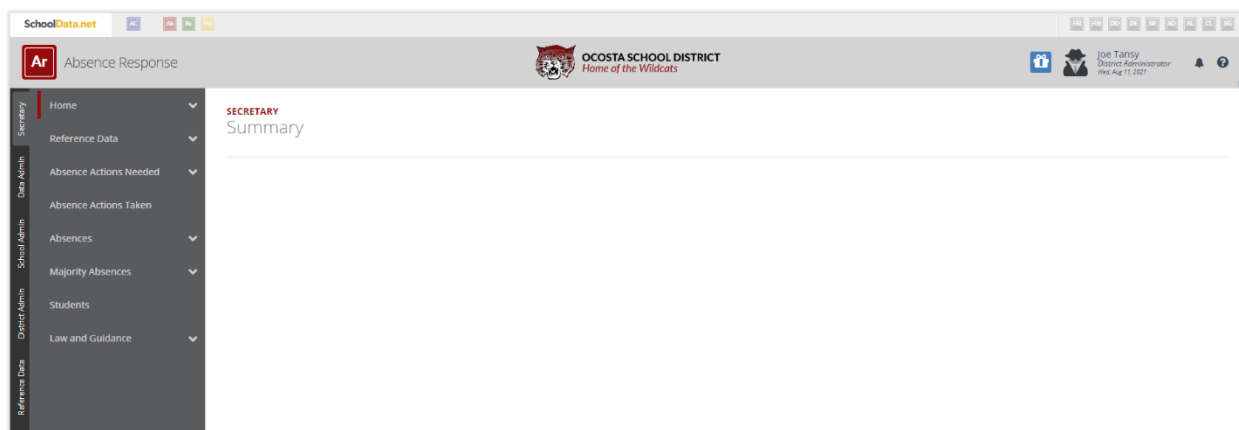
Like any other reference book, you can consult it when needed or read it cover to cover to obtain a full working knowledge of Absence Response.

## Login Instructions

The first place to begin is getting into the application. You can accomplish this by visiting the following URL and entering in your login credentials.

<https://v2dev.schooldata.net/v2/absence-response/#/secretary/summary>

Once you have done this, the application will present you with a page that looks like this:

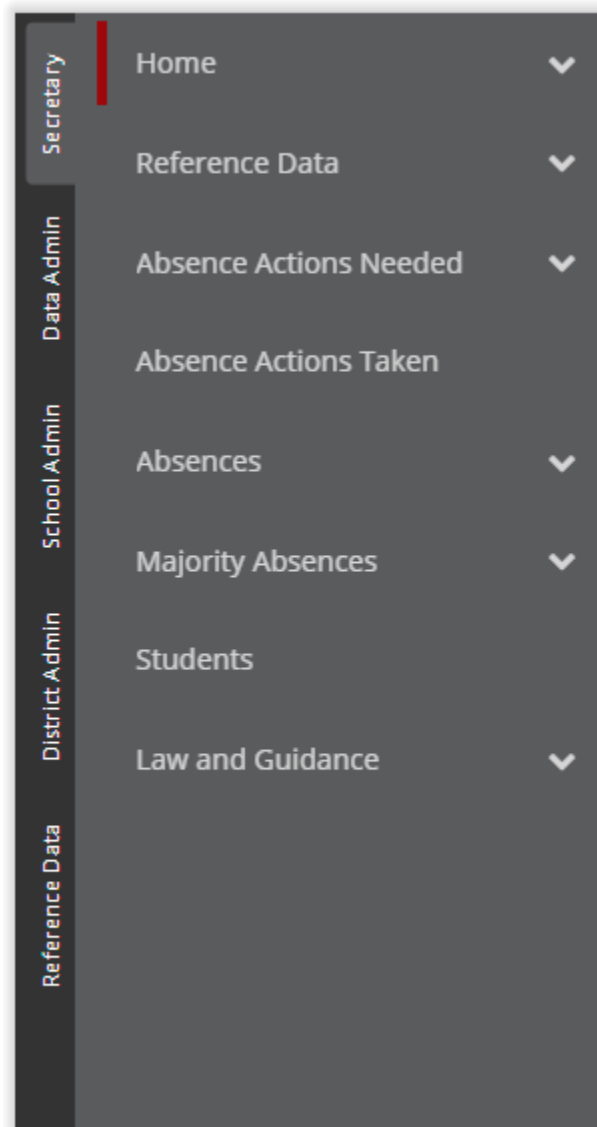


# Application Navigation - User Roles

User roles play a critical part in understanding and navigating this document and this Quick-Start Manual. Regardless of your position, we know that this guide will serve as an invaluable resource for you to quickly and efficiently utilize Absence Response to its full potential. Doing so will, in turn, allow your district or school to comply with the Law.

The Application Navigation Menu is located on the left side of the page and can be accessed at any time. You will notice that the site structure is mirrored in this Secretary's Manual.

To the right, we can see a picture of the Application Navigation Menu, also referred to as the "Left Nav".



# Secretary

The following section is composed primarily for the role of “secretary”. It is the section with the most content, and as such, contains the most information.

## Home

The Home section is composed of two different sections, Introduction and Summary.

All other significant sections of Absence Response (by User Role) also have these sections. However, to avoid redundancy, we will only cover the two sections here.

## Introduction

The introduction will display just a few of the many features that you will find inside of Absence Response. It's a good starting point for understanding some of the standard features.

**Home**

- Introduction
- Summary
- Reference Data
- Absence Actions Needed
- Absence Actions Taken
- Absences
- Majority Absences
- Students
- Law and Guidance

### EASILY MANAGE YOUR ABSENCE RESPONSE

Intelligent software efficiently locates chronic absence issues and provides a consistent and coordinated response.

#### Save time in tracing absence patterns

Attendance tracking becomes more effective when you can spot chronic absence issues early and deal with them proactively. The Absence Response system automatically identifies students who have missed the equivalent of 2 out of 5 days, 5 out of 20 days, or other criteria you select.

[START »](#)

#### Standardize communications

Template your notifications and track all correspondence to offer full transparency to parents and administrators.

#### Customize data views

Filter and chart absence data by individuals, student groups, or schools. Dive into more detailed info with a single click.

#### Ensure compliance

Accurately report absences and improve oversight without adding to the burden of attendance staff.

## Summary

The summary page under the “Home” section will give further details regarding the user role and applicability of that specific section for that user. The summary is meant to provide you with the main points of Absence Response. As well as give you a sample of what you will be capable of using it.

## Reference Data

This Application link is meant to be a section that holds eight different subsections. Reference data is a particular subset of master data that is used for classification, in this case primarily for the State Requirements.

## State Requirements

The following two sections break down the law for both elementary and middle and high school.

Essentially, they will show you a summary of the law as it is written. This section contains a great deal of foundational information regarding absenteeism and the effects from a legal perspective.

## Elementary Requirements

Outlined in great detail in this section are the legal requirements for Elementary Schools regarding absences. Each section has a hyperlink, with its page detailing that section of the law that has been summarised in the light grey text. This makes it easy to understand and read the law quickly.

| <div> <div>SECRETARY</div> <div>Elementary Requirements</div> <div>Summary</div> </div>  |   |
|--|---|
| <p>Beginning of school year</p> <p><a href="#">RCW 28A.225.005</a></p>   | <p><b>Information letter</b> to all students and parents that includes the benefits of regular school attendance; <b>the effects of absenteeism</b>, excused and unexcused, on academic achievement and graduation; the <b>school's expectations</b> regarding attendance; the <b>resources</b> available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.<sup>1</sup></p>   |
| <p>After 5 excused absences within any month<sup>1</sup> or 10 cumulative excused absences in a school year</p> <p><a href="#">RCW 28A.225.018</a></p> | <p><b>Schedule conference</b> with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is <b>not required if prior notice has been given</b> or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.</p> |
| <p>After 1 unexcused absence</p> <p><a href="#">RCW 28A.225.020</a></p>  | <p><b>Inform</b> the student's parent/guardian by notice <b>in writing or by telephone</b>, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.</p>   |
| <p>After 3 unexcused absences within any month</p> <p><a href="#">RCW 28A.225.020</a></p>  | <p><b>Schedule conference</b> with parent/guardian and student for the purpose of <b>identifying barriers</b> to the student's regular attendance and the <b>supports and resources</b> that may be made available to the family and the <b>steps to be taken</b> to support the student to attend</p>  |

## Middle and High School Requirements

The middle school and high school section show the legal requirements for those grade levels. It's structured in the same way as the prior section, with a summary of the law and regulations.

| SECRETARY<br>Middle and High School Requirements  |  |
|---|--|
|   | Summary  |
| Beginning of school year<br><a href="#">RCW 28A.225.005</a>   | <b>Information letter</b> to all students and parents that includes the benefits of regular school attendance; <b>the effects of absenteeism</b> , excused and unexcused, on academic achievement and graduation; the <b>school's expectations</b> regarding attendance; the <b>resources</b> available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent. <sup>1</sup>   |
| After 1 unexcused absence<br><a href="#">RCW 28A.225.020</a>  | <b>Inform</b> the student's parent/guardian by notice <b>in writing or by telephone</b> , in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.  |
| After 5 excused absences within any month <sup>ii</sup> or 10 cumulative excused absences in a school year<br><a href="#">RCW 28A.225.018</a> | <b>Schedule conference</b> with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is <b>not required if prior notice has been given</b> or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students. |
| After 3 unexcused absences within any month<br><a href="#">RCW 28A.225.020</a>  | <b>Schedule conference</b> with parent/guardian and student for the purpose of <b>identifying barriers</b> to the student's regular attendance and the <b>supports and resources</b> that may be made available to the family and the <b>steps to be taken</b> to support the student to attend  |

## Absence Types

Absence Types covers all types of absences that are discussed under the law. It lists which ones are classified as Excused absences, unexcused absences, other absences, Monday, and multiple absence types in one student school day. It provides helpful examples as well as points to the fundamental law Where these facts can be sourced.

## Calculations Methods

The calculations methods section holds in it three subsections. All the first sections accumulated partial-Day absences, second partial day and full Day absences, and last majority absence counts. In the following sections, we will discuss these and provide screenshots for them.

## Accumulated Partial-Day Absences

Accumulated partial Day absences provide the calculation to figure out how many days are missed when grouped fractional days are taken into account. In this section of the elementary class schedule, secondary class schedules are both taken into account.

SECRETARY

Calculation Methods Accumulated Partial Day

Partial Day Absences

This calculation method divides the classes missed by the classes scheduled to display an absence percentage for each student on each school day.

This creates a consistent attendance rate across all students, regardless of how their courses are structured.

How it's calculated

For each scheduled school day, absences are expressed as a fraction of a full day. A student who misses 3 out of 6 periods, or 1 out of 2 block sessions, will show a 0.5 absence rate for the day.

Total weekly or monthly absences are calculated from the sum of all the partial absences in the period. For example, a student who missed one full day and 4 out of 6 periods of another day would show a total of 1.66 days absent.

Elementary Class Schedule

For elementary students, attendance is usually taken twice per day: once in the morning and once in the afternoon. In the Student Information System (SIS) this is usually recorded as period 1 attendance and period 2 attendance.

|                        | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|--------|---------|-----------|----------|--------|
| Morning (1st Period)   | ✓      | ✓       | ✓         | ✗        | ✗      |
| Afternoon (2nd Period) | ✗      | ✓       | ✗         | ✗        | ✓      |

## Part-day and Full-day Absences

The 2<sup>nd</sup> section in the calculation methods application link describes the calculation methods for part-day and full-day absences. The calculation method specified in the section will indicate a partial day or full day absence to correspond with the classification allowed in Washington Cedar data collection. This section discusses Washington's law WAC 392-401A-015 specifically.

**SchoolData.net** | Ocota School District | Home of the Wildcats

**Ar** Absence Response

**SECRETARY**  
Calculation Methods Part Day and Full Day

This calculation method will indicate a partial-day or full-day absence, to correspond with the classifications allowed in Washington's CEDARS data collection

- EF – Excused Full Day Absence
- UF – Unexcused Full Day Absence
- EP – Excused Part Day Absence
- UP – Unexcused Part Day Absence

Washington law (WAC 392-401A-015) defines a full-day absence as a day when a student misses **50% or more** of their scheduled class sessions. If a student is only scheduled to be at a school for one hour on a given day, then an absence of half that hour or more will display as a full-day absence from that school.

|                          | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|--------|---------|-----------|----------|--------|
| 1st Period               | ⊘      |         |           |          | ⊘      |
| 2nd Period               | ⊙      | ⊘       | ⊘         | ⊙        | ⊘      |
| 3rd Period               | ⊙      |         | ⊘         |          | ⊙      |
| 4th Period               | ⊙      |         | ⊘         |          | ⊙      |
| 5th Period               | ⊙      | ⊙       | ⊙         | ⊙        | ⊙      |
| 6th Period               | ⊙      |         | ⊙         |          | ⊙      |
| Class-Meetings ABSENT    | 1      | 1       | 2         | 0        | 2      |
| Class-Meetings SCHEDULED | 6      | 2       | 3         | 2        | 6      |

## Majority Absence Counts

The section majority absence counts describe in great detail that if a student has more than 50% of the scheduled school periods marked as absent marked explicitly as unexcused and absent, they are classified as majority absence counts.

The screenshot displays the SchoolData.net Absence Response interface for the OCOSTA SCHOOL DISTRICT. The left sidebar shows a navigation menu with categories like Secretary, Data Admin, School Admin, District Admin, Reference Data, and Law and Guidance. The 'Reference Data' section is expanded, showing 'Absence Types' and 'Calculation Methods', with 'Majority Absence Counts' selected. The main content area is titled 'SECRETARY Majority Absence Counts' and includes an introduction: 'Days Majority-Absent. A student is indicated as majority-absent on a given day if they are absent and unexcused for more than 50% of the scheduled school periods for that day.' Below this is a table showing absence data for various days in September.

| School Day |           |              | Class Periods |            |            |            |            |            | Absence Calculations/Determinations |                     |
|------------|-----------|--------------|---------------|------------|------------|------------|------------|------------|-------------------------------------|---------------------|
| Weekday    | Month     | Day of Month | 1st Period    | 2nd Period | 3rd Period | 4th Period | 5th Period | 6th Period | Unexcused Absence Percentage        | Majority Day Absent |
| Friday     | September | 18th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 0%                                  | No                  |
| Thursday   | September | 17th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 0%                                  | No                  |
| Wednesday  | September | 16th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 50%                                 | No                  |
| Tuesday    | September | 15th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 66%                                 | Yes                 |
| Monday     | September | 14th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 0%                                  | No                  |
| Friday     | September | 11th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 100%                                | Yes                 |
| Thursday   | September | 10th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 0%                                  | No                  |
| Wednesday  | September | 10th         | CORE 1        | CORE 2     | CORE 3     | CORE 4     | CORE 5     | CORE 6     | 50%                                 | No                  |

## Absence Calculations Time Periods

This section only has titles with filler texting. As a result, the following is just my estimation of what this section is about.

This section of reference data describes calculation periods. Specifically, it elaborates on what happens when consecutive school days, calendar days, calendar weeks, and calendar months are missed.

## Absence Conditions

Absence conditions as a navigational link item that contains three subsections. The subsections contained therein are absence condition explanation, absence counts by time, and absence by number of calendar days.

The screenshot displays the SchoolData.net web application interface. The top navigation bar includes the SchoolData.net logo, the user role 'SECRETARY', and the district name 'OCOSTA SCHOOL DISTRICT Home of the Wildcats'. The left sidebar contains a navigation menu with categories like Home, Reference Data, and Absence Conditions. The main content area is titled 'All Attendance/Absence Conditions' and features two primary sections: 'Absence counts in a time period (x absences in a week, month, or year)' and 'Absences as a portion of days absent (x absences in y days)'. Each section includes a descriptive paragraph and three columns of specific absence conditions.

**Absence counts in a time period (x absences in a week, month, or year)**  
 Several of the available absence conditions are based on a hard count of absences, which may have occurred at any point in a given school year. Learn more about absence counts in a given time period.

| X absences in a calendar week   | X absences in a calendar month   | X absences in a school year   |
|---|--|---|
| <ul style="list-style-type: none"> <li>2 absences in a calendar week</li> </ul> | <ul style="list-style-type: none"> <li>3 absences in a calendar month</li> </ul> | <ul style="list-style-type: none"> <li>6 absences in a school year</li> <li>12 absences in a school year</li> <li>18 absences in a school year</li> </ul> |

**Absences as a portion of days absent (x absences in y days)**  
 Some state-mandated absence responses require calculating the number of absences in a certain window of time, such as 7 or 30 calendar days. Learn more about absences by number of calendar days vs. school days.

| X absences in Y calendar days   | X absences in a calendar month   | X absences in a school year  |
|---|--|--|
| <ul style="list-style-type: none"> <li>2 absences in 7 calendar days</li> <li>5 absences in 30 calendar days</li> <li>8 absences in 90 calendar days</li> </ul> | <ul style="list-style-type: none"> <li>2 absences in 5 school days</li> <li>5 absences in 20 school days</li> <li>7 absences in 45 school days</li> <li>10 absences in 90 school days</li> </ul> | <ul style="list-style-type: none"> <li>2 absences in the last 5 school days</li> <li>5 absences in the last 20 school days</li> <li>7 absences in the last 45 school days</li> <li>10 absences in the last 90 school days</li> </ul> |

## Absence Conditions Explanation

The “Absence Conditions Explanation” section under Absence Conditions details one of the many mathematical equations that Absence Response uses to surface absence conditions that may need attention or action. The three main sections in this subsection are absence counts in a time, absence as a portion of days absent, and conditions that consider absence type.

**SchoolData.net** | **Ar** Absence Response | **OCOSTA SCHOOL DISTRICT** Home of the Wildcats | **Joe Tarsy** District Administrator | Wed Aug 11, 2021

**SECRETARY**  
All Attendance/Absence Conditions

Absence Response offers many ways to surface the absence conditions that need your attention or action. Each pre-set absence condition helps alert school personnel to students with a high frequency of absences, even if those absences don't occur on consecutive days.

Numerous absence conditions come standard with the program, so you can choose which conditions you wish to monitor. You can also request development of a custom absence condition from our Customer Support team.

### Absence counts in a time period (x absences in a week, month, or year)

Several of the available absence conditions are based on a hard count of absences, which may have occurred at any point in a given school year. Learn more about absence counts in a given time period.

| X absences in a calendar week   | X absences in a calendar month   | X absences in a school year   |
|---|--|---|
| <ul style="list-style-type: none"> <li>2 absences in a calendar week</li> </ul> | <ul style="list-style-type: none"> <li>3 absences in a calendar month</li> </ul> | <ul style="list-style-type: none"> <li>6 absences in a school year</li> <li>12 absences in a school year</li> <li>18 absences in a school year</li> </ul> |

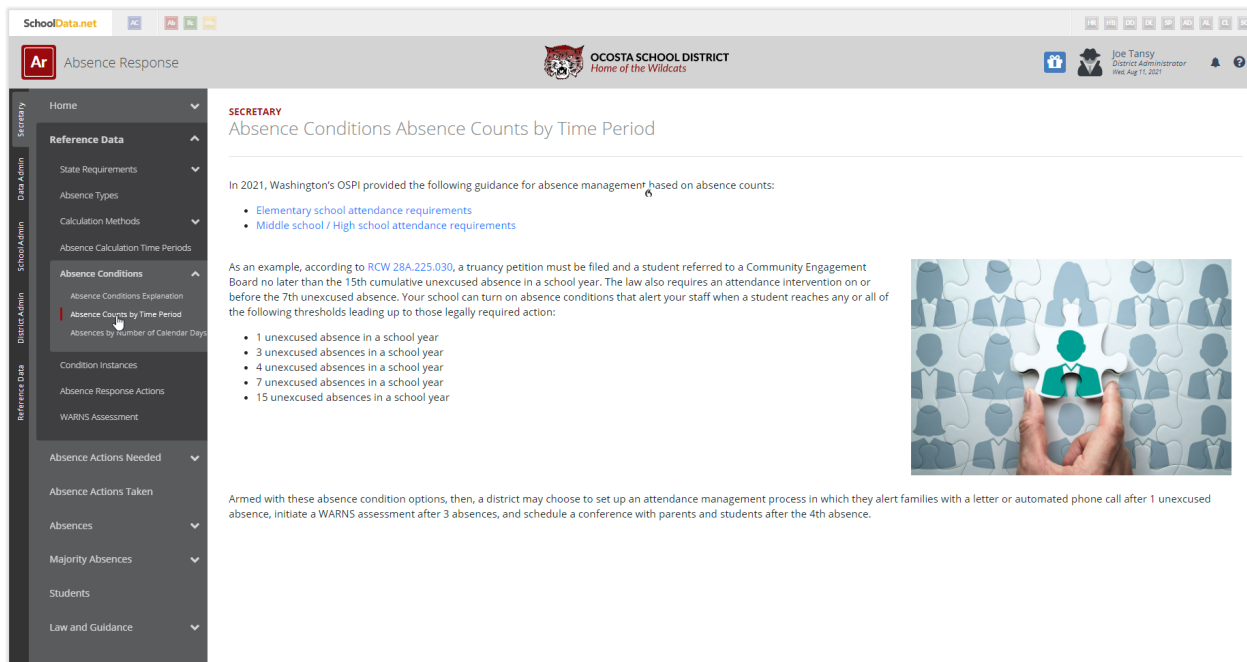
### Absences as a portion of days absent (x absences in y days)

Some state-mandated absence responses require calculating the number of absences in a certain window of time, such as 7 or 30 calendar days. Learn more about absences by number of calendar days vs. school days.

| X absences in Y calendar days   | X absences in a calendar month  | X absences in a school year  |
|---|---|--|
| <ul style="list-style-type: none"> <li>2 absences in 7 calendar days</li> </ul> | <ul style="list-style-type: none"> <li>2 absences in 5 school days</li> </ul> | <ul style="list-style-type: none"> <li>2 absences in the last 5 school days</li> </ul> |

## Absence Counts by Time Period

This section details Washington state's OSPI guidance for absent management based on absence counts. Multiple resources are hyperlinked in the section. Additionally, law [RCW 28A.225.030](#) is also discussed. Also, this subsection discusses the initiation of WARNS assessment after multiple absences and other absence condition options.



**SchoolData.net** | Ocota School District | Home of the Wildcats

**SECRETARY**  
Absence Conditions Absence Counts by Time Period

In 2021, Washington's OSPI provided the following guidance for absence management based on absence counts:

- [Elementary school attendance requirements](#)
- [Middle school / High school attendance requirements](#)

As an example, according to [RCW 28A.225.030](#), a truancy petition must be filed and a student referred to a Community Engagement Board no later than the 15th cumulative unexcused absence in a school year. The law also requires an attendance intervention on or before the 7th unexcused absence. Your school can turn on absence conditions that alert your staff when a student reaches any or all of the following thresholds leading up to those legally required action:

- 1 unexcused absence in a school year
- 3 unexcused absences in a school year
- 4 unexcused absences in a school year
- 7 unexcused absences in a school year
- 15 unexcused absences in a school year

Armed with these absence condition options, then, a district may choose to set up an attendance management process in which they alert families with a letter or automated phone call after 1 unexcused absence, initiate a WARNS assessment after 3 absences, and schedule a conference with parents and students after the 4th absence.

## Absence by Number of Calendar Days

The last section, in absence conditions, is entitled to absences by the number of calendar days. This section compares school days and calendar days for a more solid understanding of absence conditions.

**SchoolData.net** | Absence Response | OCOTA SCHOOL DISTRICT | Home of the Wildcats | Joe Tansy, District Administrator | 19th Aug 11, 2021

**SECRETARY**  
Absence Conditions Absences by Calendar vs School Days

**In calendar days**  
Absence conditions that surface the fasdfdsafabsences in a set number of calendar days or weeks treat the bounding time period the same way Washington law does, as days on the calendar. This means a condition of "5 absences in 30 calendar days" will flag anytime 5 absences crop up between October 1 and 29, between October 15 and November 14, or in any other consecutive 30-day span.

**In school days**  
Like calendar-day measurements, school-day absence conditions measure the absences in a span of consecutive days — in this case, however, only consecutive school days are counted, not weekends or school holidays or other student days off. This allows for more accurate comparisons between a student's absences in a typical month and one that has fewer scheduled school days.

For example, in the weeks between the end of November and the first week of January, there are many weekdays that have no school due to holidays. During this time, a count of absences in the last 30 school days would not be comparable to a count of absences in a 30-day period that has no days off for holidays.

**DECEMBER 2020/21**

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----|-----|------|-----|-------|-----|-----|
|     |     |      | 01  | 02    | 03  | 04  |
| 05  | 06  | 07   | 08  | 09    | 10  | 11  |
| 12  | 13  | 14   | 15  | 16    | 17  | 18  |
| 19  | 20  | 21   | 22  | 23    | 24  | 25  |
| 26  | 27  | 28   | 29  | 30    | 31  |     |

**X days in 30 calendar days**

**DECEMBER 2020/21**

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----|-----|------|-----|-------|-----|-----|
|     |     |      | 01  | 02    | 03  | 04  |
| 05  | 06  | 07   | 08  | 09    | 10  | 11  |
| 12  | 13  | 14   | 15  | 16    | 17  | 18  |
| 19  | 20  | 21   | 22  | 23    | 24  | 25  |
| 26  | 27  | 28   | 29  | 30    | 31  |     |

**X in Y school days**

## Condition Instances

This section details how absence response searches for fines generate alerts based on the given input data.

SchoolData.net

Ar Absence Response

OCOSTA SCHOOL DISTRICT  
Home of the Wildcats

Joe Tansky  
District Administrator  
Wed, Aug 11, 2021

Secretary

Home

Reference Data

State Requirements

Absence Types

Calculation Methods

Absence Calculation Time Periods

Absence Conditions

Condition Instances

Absence Response Actions

WARNS Assessment

Absence Actions Needed

Absence Actions Taken

Absences

Majority Absences

Students

Law and Guidance

SECRETARY

### Condition Instances

|                | Mon<br>Sept 01 | Tue<br>Sept 02 | Wed<br>Sept 03 | Thurs<br>Sept 04 | Fri<br>Sept 05 | Mon<br>Sept 08 | Tues<br>Sept 09 | Wed<br>Sept 10 | Thurs<br>Sept 11 | Fri<br>Sept 12 | Mon<br>Sept 13 | Tues<br>Sept 14 | Wed<br>Sept 15 |
|----------------|----------------|----------------|----------------|------------------|----------------|----------------|-----------------|----------------|------------------|----------------|----------------|-----------------|----------------|
| Bruce Campbell |                | 1              |                |                  | 1              |                |                 | 1              |                  |                |                | 1               |                |

#### First Instance

As the system searches for an absence condition of "2 absences in any 5-school-day span," the **red-colored time span** would generate an alert because they meet the criteria.

SEPTEMBER 1ST THROUGH 5TH

|                |  |   |  |   |  |  |   |  |  |  |   |  |
|----------------|--|---|--|---|--|--|---|--|--|--|---|--|
| Bruce Campbell |  | 1 |  | 1 |  |  | 1 |  |  |  | 1 |  |
|----------------|--|---|--|---|--|--|---|--|--|--|---|--|

#### Duplicate Instance

The application will recognize that the alert triggered in the **September 2-8 timespan**, is a duplicate of the **September 1-5 alert**, and will not record it as a separate instance in the absence reporting.

SEPTEMBER 2ND THROUGH 8TH

|                |  |   |  |  |   |  |   |  |  |  |   |  |
|----------------|--|---|--|--|---|--|---|--|--|--|---|--|
| Bruce Campbell |  | 1 |  |  | 1 |  | 1 |  |  |  | 1 |  |
|----------------|--|---|--|--|---|--|---|--|--|--|---|--|

## Absence Response Actions

Absence Response actions detail different responses to absence conditions. You Can see the actions taken on the left side, which matches the right side attendance absence conditions. So, for example, if a student misses ten excused absences for an elementary school in a year, then an attendance conference is scheduled. The infographic on this page allows a visual depiction of the proper response to any given absence condition.

**SchoolData.net** Absence Response

**OCOSTA SCHOOL DISTRICT**  
Home of the Wildcats

**SECRETARY**  
Absence Response Actions

**Absence Response Actions**

- SEND**  
Information Letter
- SCHEDULE**  
Attendance Conference (convene IEP/504 Team)
- INFORM VIA**  
Letter or Phone
- TAKE**  
Data Informed Steps (Success plan) (convene IEP/504 Team)
- SCHEDULE AND COMPLETE**  
WARNS Assessment (take data-informed steps, convene IEP/504 Team)
- SCHEDULE**  
Attendance Conference

**Attendance/Absence Conditions**

- 01** Day Attended
- 05** Excused Absences (Elementary Only) within any month
- 10** Excused Absences (Elementary Only) in a School Year
- 01** Unexcused Absences in a School Year
- 02** Unexcused Absences (Elementary) in a School Year
- 02** Unexcused Absences (Middle And High) in a School Year (not later than 5)
- 03** Unexcused Absences within any month
- 05** Unexcused Absences

## WARNS Assessment

The WARNS assessment sub-page inside of reference data gives details and links to the Washington Assessment of the Risks and Needs of Students (WARNS).

The screenshot displays the SchoolData.net Absence Response application. The top navigation bar includes the SchoolData.net logo, a user profile for Joe Tansy (District Administrator, Wed Aug 11, 2021), and a series of icons. The left sidebar menu is expanded, showing the 'Reference Data' section with a sub-menu containing 'WARNS Assessment'. The main content area is titled 'SECRETARY WARNS Assessment' and features a large graphic of the Washington Assessment of the Risks and Needs of Students (WARNS) logo. Below the logo, there is a paragraph explaining that the WARNS is a brief 80-item self-report measure for 13-18 year old students designed to assist schools, courts, and youth service providers with assessing the risks and needs of individual students or groups of students. A second paragraph states that Washington State University began hosting the WARNS for the 2017-2018 school year and provides a link to the WARNS information website (<https://warns.wsu.edu/>).

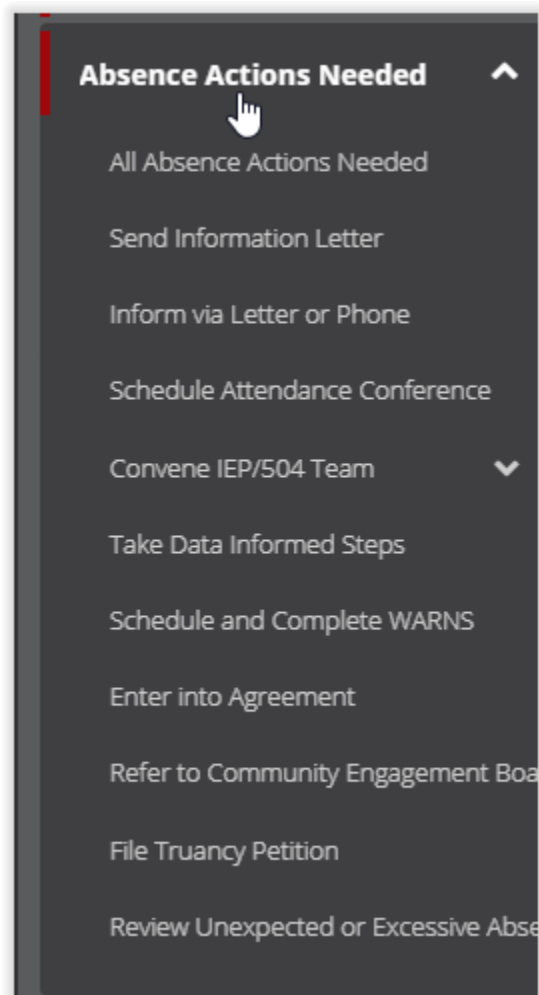
## Absence Actions Needed

This navigation item link contains 11 different subpages.

These subpages are as follows;

1. All absence actions needed
2. Send information letter
3. Informed by a letter form
4. Schedule attendance conference
5. Convene IEP/504 Team
6. Take data-informed steps
7. Scheduling complete WARNS
8. enter into agreement
9. refer to community engagement board
10. file truancy petition
11. review unexpected or excessive absences

We will go into detail and explain the section below. This section will also cover adding a [custom date](#) to review data from any year that you would like.



## Adding Dates and Reviewing Prior Year Data

It is possible to review prior year data. We can accomplish this by going to the top right of the Avenue and clicking on the user profile. When done, you'll see an option to be able to add a custom date.

**Application Actions and Options - SchoolData.net**

[SchoolData.net Settings](#) | Absence Response Settings

**Account Settings**

Username: joe.tansy | Password: \*\*\*\*\* | [\(Edit account info\)](#)

**Screen Settings**

Zoom %: 50 | 75 | **100** | 125 | 150 | 200

High Contrast Mode: **ON** | **OFF**

**Impersonation and Demonstration**

Impersonation:  | **GO** | [\(Select persona or user\)](#)

**Allows Input of Custom Date** — **Reference Date** Fri, Aug 13, 2021

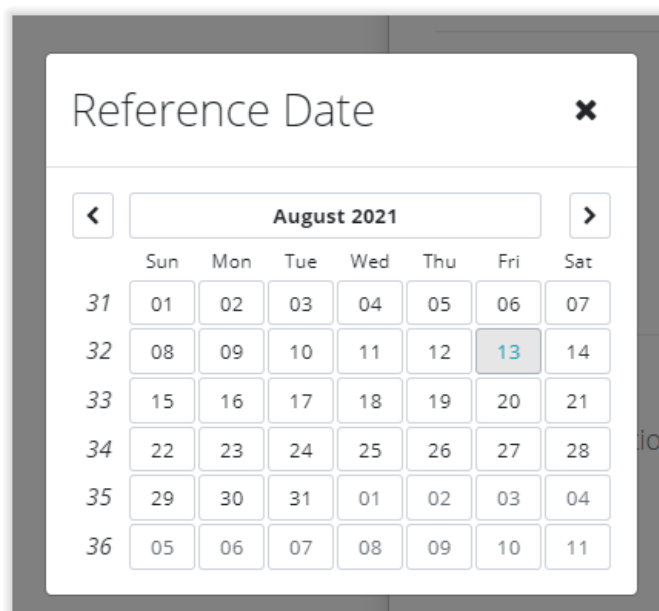
**Selector for Custom Date** — **Demonstration Mode** **ON** | **OFF**

[Logout](#)

Absence Response will bring you to an additional modal once you have clicked on the selector pointed out in the above picture. This mode will allow you to set the date.

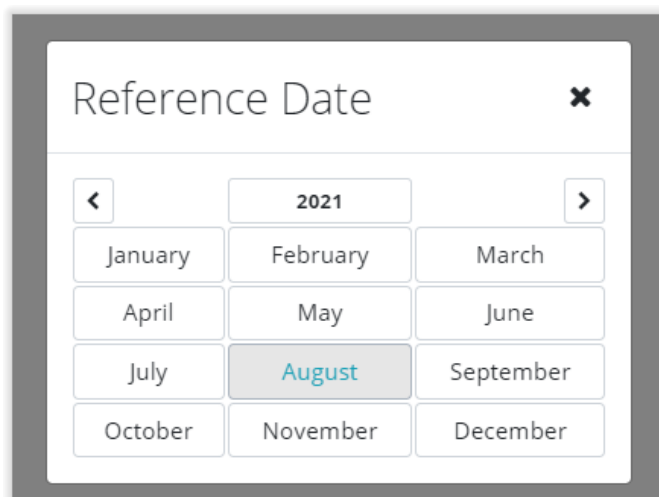
In the image to the right, we can see that we can select specific days. However, we can also choose particular months and particular years. This is accomplished by clicking on the month title. In our example, we see that it is set for August 2021. To select a different month, we simply click on this.

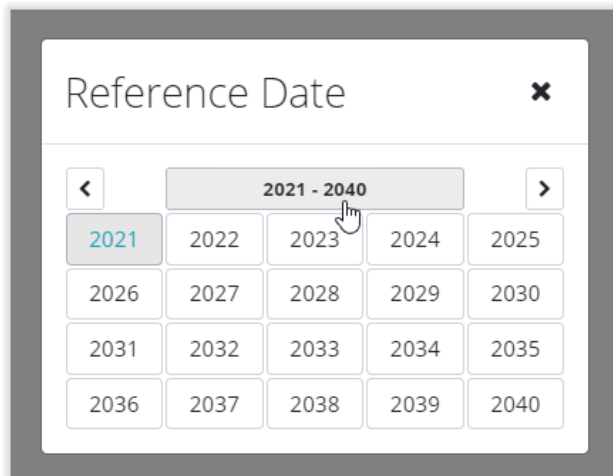
The following picture will show the month being clicked on.



In the same way that we selected the month, you can also set the year. It’s just a matter of clicking on the actual option inside of the model.

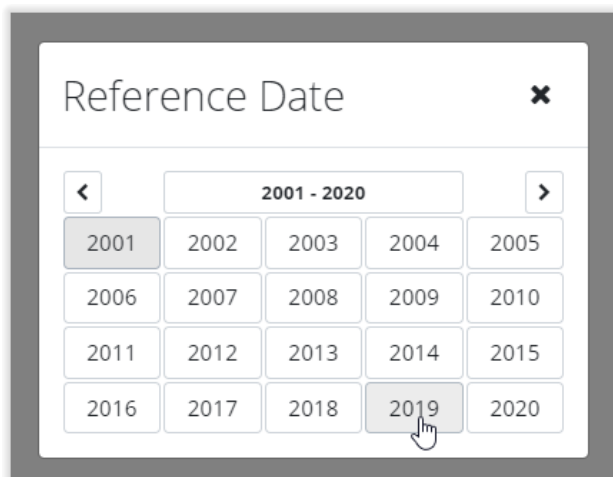
See this demonstrated below.





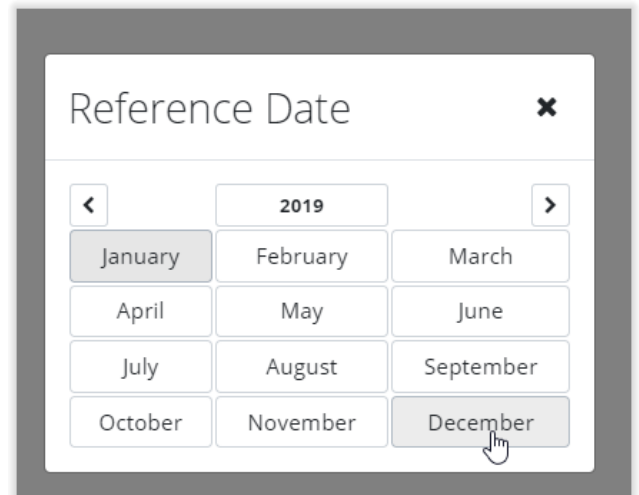
As you probably could have guessed by now, additionally, you can expand even years upon. We see that in the year section, there is a left arrow and a right arrow. Clicking these will allow you to scroll through multiple decades. This allows for quick and efficient referencing of data. Once the information has been added even decades later, you can zoom in at a specific part of the time. For which you need to retrieve your data.

For our example, we will choose December 25 in 2019. So the first thing we would do is click the left arrow key to get to 2001 - 2020. Once there, we will select the year 2019, as you see in the following picture.

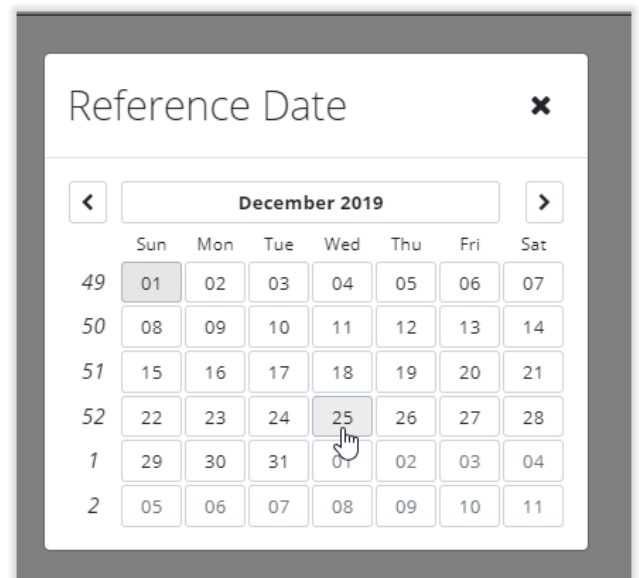


To select your specific date, hover the mouse over it and click on the year. Next, we will need to enter the month that we want to use in our case December.

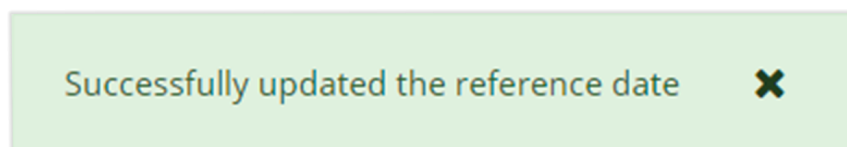
Once we have selected December will be brought to a page where we will need to specify our exact date. Once this date is determined, the modal will disappear in our reference date and be input as December 25, 2019. You can see the final selection is made in the picture below.



Once we have set this very last part of the date, the modal will disappear, and the date will be charged.



Confirmation that the reference date has been completed is displayed in the top middle of the application once the date is wholly entered. Once this is done, the following will show;




**Application Actions and Options - SchoolData.net** Confirmation of date set

[SchoolData.net Settings](#) [Absence Response Settings](#)

---

**Account Settings**

 Username: joe.tansy Password: \*\*\*\*\* [\(Edit account info\)](#)

---

**Screen Settings**

Zoom %


|    |    |     |     |     |     |
|----|----|-----|-----|-----|-----|
| 50 | 75 | 100 | 125 | 150 | 200 |
|----|----|-----|-----|-----|-----|

High Contrast Mode ON OFF

---

**Impersonation and Demonstration**

Impersonation  GO [\(Select persona or user\)](#)

Reference Date: Wed, Dec 25, 2019 

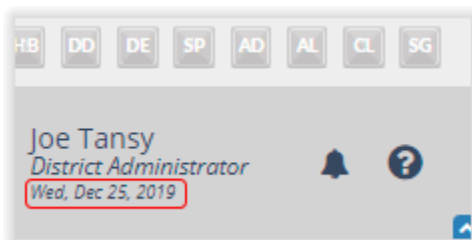
**Confirmation of date set**

Demonstration Mode ON OFF

[Logout](#)

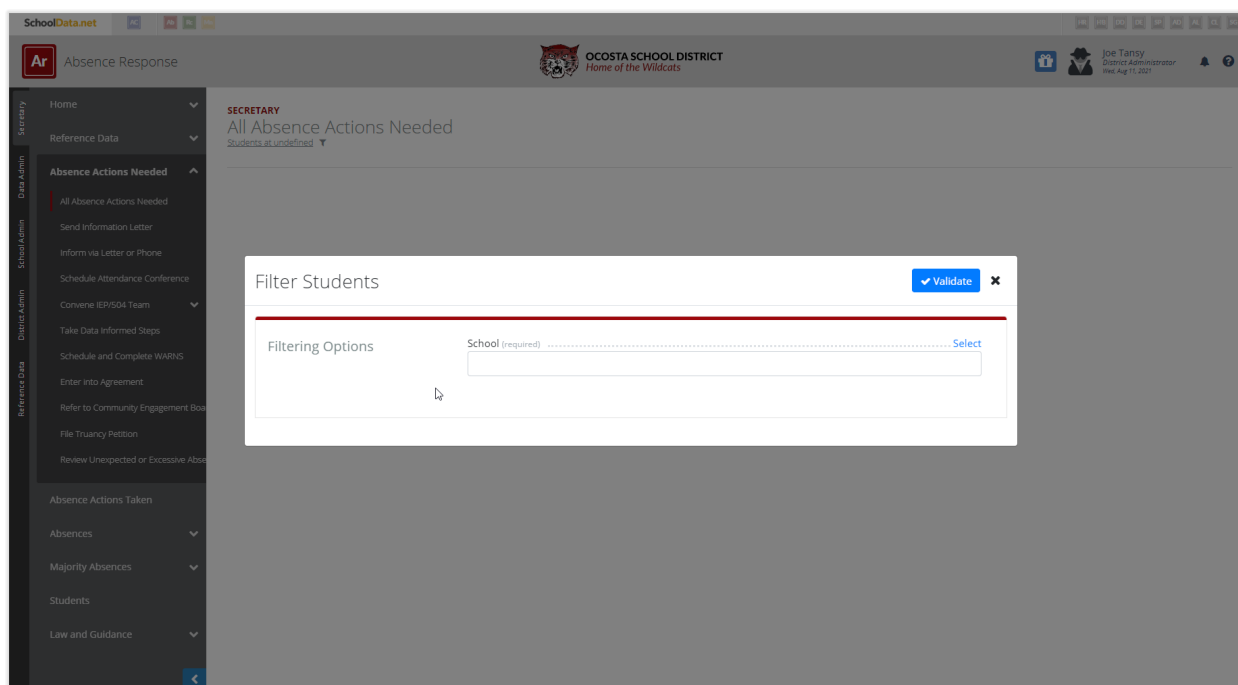
As we can see in the image above, the confirmation of our reference date has been set. It is displayed both on the lower half of the picture and the top of the picture. Once you exit out of application actions and options For your profile, the state will still be displayed to quickly and efficiently reference the current date you are looking at.

You can see below that we have exited out of application actions and options. Our user profile currently shows that we are accessing Wednesday, December 25, 2019. This is displayed in A red box.

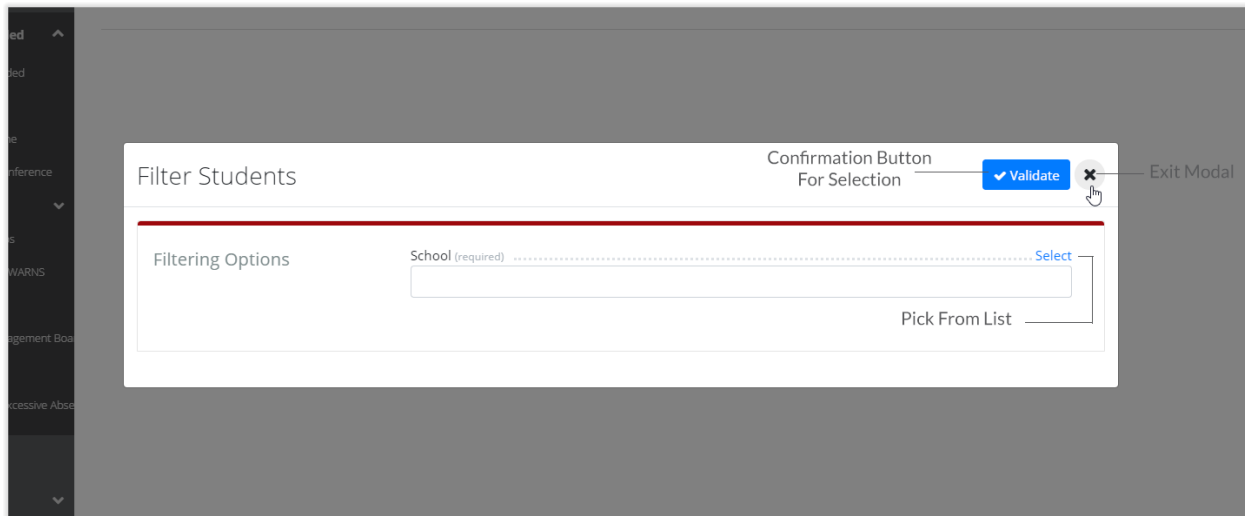


## All Absence Actions Needed

When navigating to this part of the Absence Response application, you will be prompted to input the school's name. A modal will appear and gray out the rest of the application.



If you accidentally clicked on the section, you can click the black X at the top right of the modal. Additionally, you will see the word select inside the box, which will allow you to choose from a list of schools you would like to select to filter students.



If you click on the select button, a group of schools will appear. You can specify and narrow down your results by inputting the school's name Or Inputting the type of school such as elementary, junior high, high school. Below we will enumerate the available options in the school list that appear when the select button is clicked.

School

Check Box to Select School

Boxes Allow Filtering Based on Input

School (22 records) Filtered

| School   | School Abbreviation | School Type        | Grade Level(s)                    |
|--|---------------------|--------------------|-----------------------------------|
| <input checked="" type="checkbox"/> West Valley Virtual University |                     |                    | 10th Grade,12th Grade             |
| <input checked="" type="checkbox"/> Summitview Elementary          | Summitview          | ALE                | Kindergarten,1st Grade,2nd Gra... |
| <input checked="" type="checkbox"/> West Valley High School        | WVHS                | ALE                | 9th Grade,10th Grade,11th Gra...  |
| <input checked="" type="checkbox"/> Ahtanum Elementary             | Ahtanum             | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| <input checked="" type="checkbox"/> Apple Valley Elementary        | Apple Valley        | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| <input checked="" type="checkbox"/> Mountainview Elementary        | Mountainview        | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| <input checked="" type="checkbox"/> Wide Hollow Elementary         | Wide Hollow         | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| <input checked="" type="checkbox"/> Cottonwood Elementary School   | Cottonwood          | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| <input checked="" type="checkbox"/> West Valley Virtual Acad K-6   |                     | Elementary School  | 1st Grade,3rd Grade,6th Grade     |
| <input checked="" type="checkbox"/> West Valley Virtual Acad 9-12  |                     | High School        | 8th Grade,9th Grade,10th Grad...  |
| <input checked="" type="checkbox"/> West Valley Open Doors         |                     | High School        | 12th Grade                        |
| <input checked="" type="checkbox"/> West Valley Jr High            | WVJH                | Junior High School | 6th Grade,7th Grade,8th Grade     |

1 - 14 of 14

Page 1 of 1

50 per page

Alternatively, suppose you do not wish to type anything. In that case, Absence Response has pre-build options that you can also elect to use for School Type and Grade Levels, the last two columns. We can see those by clicking on the “Column Filter” icon, as shown below.

The screenshot shows a web application interface for a 'School' table. The table has four columns: 'School', 'School Abbreviation', 'School Type', and 'Grade Levels'. A 'Column Filter' dropdown is open for the 'School Type' column, showing a list of pre-built options: ALE, Alternative High School, Early Learning, Elementary School, and High School. The table contains 22 records, with the first few rows showing schools like West Valley Virtual University, Summitview Elementary, and West Valley High School. The interface includes search filters, a 'Filtered' status, and pagination controls at the bottom.

| School                         | School Abbreviation | School Type        | Grade Levels                      |
|--------------------------------|---------------------|--------------------|-----------------------------------|
| West Valley Virtual University |                     |                    |                                   |
| Summitview Elementary          | Summitview          | ALE                |                                   |
| West Valley High School        | WVHS                | ALE                |                                   |
| Ahtanum Elementary             | Ahtanum             | Elementary School  |                                   |
| Apple Valley Elementary        | Apple Valley        | Elementary School  |                                   |
| Mountainview Elementary        | Mountainview        | Elementary School  |                                   |
| Wide Hollow Elementary         | Wide Hollow         | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| Cottonwood Elementary School   | Cottonwood          | Elementary School  | Kindergarten,1st Grade,2nd Gra... |
| West Valley Virtual Acad K-6   |                     | Elementary School  | 1st Grade,3rd Grade,6th Grade     |
| West Valley Virtual Acad 9-12  |                     | High School        | 8th Grade,9th Grade,10th Grade... |
| West Valley Open Doors         |                     | High School        | 12th Grade                        |
| West Valley Jr High            | WVJH                | Junior High School | 6th Grade,7th Grade,8th Grade     |

Furthermore, you can also refine by grade:

The screenshot shows the 'School' interface with a table of 22 records. A 'Column Filter' dropdown menu is open, showing a 'Filter List' with the following options:

- ☒ 10th Grade
- ☒ 11th Grade
- ☒ 12th Grade
- ☒ 1st Grade
- ☒ 2nd Grade

The table columns are: School, School Abbreviation, School Type, and Grade Level(s). The table lists various schools, including West Valley Virtual University, Summitview Elementary, West Valley High School, Ahtanum Elementary, Apple Valley Elementary, Mountainview Elementary, Wide Hollow Elementary, Cottonwood Elementary School, West Valley Virtual Acad K-6, West Valley Virtual Acad 9-12, West Valley Open Doors, and West Valley Jr High.

Or you can select both for a more specific targeted group.

Once this has been done, a list of students was evident. Typically this list will show first and last names constructing this Secretary's Manual, a special mode is known as "Demonstration Mode" was used. Using this mode generates fake student names, as well as fake student information. This is done to secure the privacy of the students. As such, all information that you see regarding students, or names, is fictitious. However, obtaining this information and executing the various items contained in this manual is the same.

"All Absence Actions Needed" is the first section that we will cover that will deal with the actual interaction of the data table.

As this is the first section where we will be covering interacting with the data table, we will need to pay particularly close attention to the directions contained therein.

After we have selected the school that we wish to use will be presented a list of students. There will be various columns that allow for classification and show additional information regarding

students. Below we can see what Absence Response looks like once students for the specified school have been selected. Note the columns we will be discussing next.

The screenshot shows the 'Absence Response' interface for the 'OCOSTA SCHOOL DISTRICT'. The left sidebar contains navigation options: Home, Reference Data, Absence Actions Needed (selected), Send Information Letter, Inform via Letter or Phone, Schedule Attendance Conference, Convene IEP/504 Team, Take Data Informed Steps, Schedule and Complete WARNs, Enter into Agreement, Refer to Community Engagement Bus, File Truancy Petition, Review Unexcused or Excessive Absences, Absence Actions Taken, Conferences Scheduled, Absences, Majority Absences, and Students. The main content area displays a table titled 'Absence Response Secretary All Actions Needed (791 records)'. The table has columns: Student, Attendance Condition, Required Action, Action Status, Data Informed Steps (Success), and Attendance Agreement (Comments). The table lists several students with their respective attendance conditions and required actions, all marked with a yellow warning icon in the Action Status column.

| Student            | Attendance Condition               | Required Action                | Action Status | Data Informed Steps (Success) | Attendance Agreement (Comments) |
|--------------------|------------------------------------|--------------------------------|---------------|-------------------------------|---------------------------------|
| Abagail Baumbach*  | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Abdalla Luke*      | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Abdiel Pryor*      | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Abner Lear*        | 10 cumulative excused absenc...    | Excused Absence Conference     | ⚠             |                               |                                 |
| Abner Lear*        | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Addisyn Navarro*   | 10 cumulative excused absenc...    | Excused Absences Mandatory ... | ⚠             |                               |                                 |
| Addisyn Navarro*   | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Adelita Roinestad* | 10 cumulative excused absenc...    | Excused Absence Conference     | ⚠             |                               |                                 |
| Adelita Roinestad* | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Adriauna Beal*     | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Ahryana *          | 1 unexcused Absence                | Unexcused Notification         | ⚠             |                               |                                 |
| Ahryana *          | 10 cumulative excused absenc...    | Excused Absence Conference     | ⚠             |                               |                                 |
| Ahryana *          | Beginning of School Year (First... | Information Letter             | ⚠             |                               |                                 |
| Al *               | 10 cumulative excused absenc...    | Excused Absence Conference     | ⚠             |                               |                                 |

Some of these columns will be “Attendance Condition”, “Required Action”, “Action Status”, “Data Informed Steps”, “Attendance Agreement”. Below we will explain in detail.

## Attendance Condition

Attendance conditions will specify the issues that exist with the student. They will provide numerical values for the issue at hand to know exactly how many excused or unexcused absences a student has or if any other variables go into Absence Response, flagging that specific student as one that requires attention.

### Attendance Condition

1 unexcused Absence

10 cumulative excused absences in a school year

Beginning of School Year (First day of School)

10 cumulative excused absences in a school year

Beginning of School Year (First day of School)

10 cumulative excused absences in a school year

Beginning of School Year (First day of School)

Beginning of School Year (First day of School)

## Required Action

This will detail exactly what needs to be done for the students and why their name shows up in Absence Response.

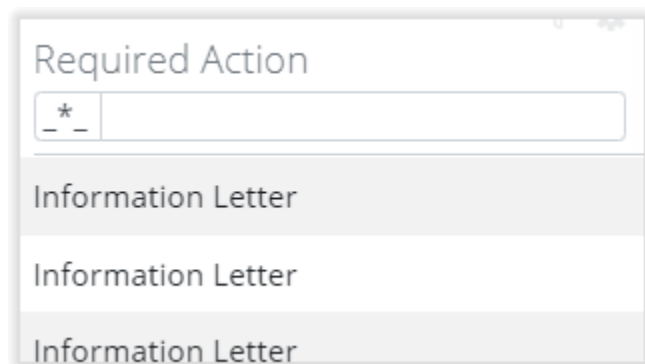
The screenshot shows the 'Absence Response' application interface for a Secretary. The left sidebar contains navigation options: Home, Reference Data, Absence Actions Needed (selected), Absence Actions Taken, Conferences Scheduled, Absences, Majority Absences, Students, and Law and Guidance. The main content area is titled 'Send Information Letter' and shows a table of students requiring action.

| Student             | Required Action    | Action Status   | Information Letter |
|---------------------|--------------------|-----------------|--------------------|
| Marlena Merrill*    | Information Letter | Action Required |                    |
| Annhellica Sosa*    | Information Letter |                 |                    |
| Yohar Sosa*         | Information Letter |                 |                    |
| Lynsey Munzo*       | Information Letter |                 |                    |
| Hee Jung Bozhanova* | Information Letter |                 |                    |
| Mirsada Dawson*     | Information Letter |                 |                    |
| Kamren Deluca*      | Information Letter |                 |                    |
| Darrell Said*       | Information Letter |                 |                    |
| Lee Baugh*          | Information Letter |                 |                    |
| Alysson Robel*      | Information Letter |                 |                    |
| Amarjet Robel*      | Information Letter |                 |                    |
| Shariq Griss*       | Information Letter |                 |                    |
| Justyn Dreisbach*   | Information Letter |                 |                    |
| Jinwoo Ybarra*      | Information Letter |                 |                    |

At the bottom of the table, it indicates '1 - 50 of 379' records and 'Page 1 of 8'.

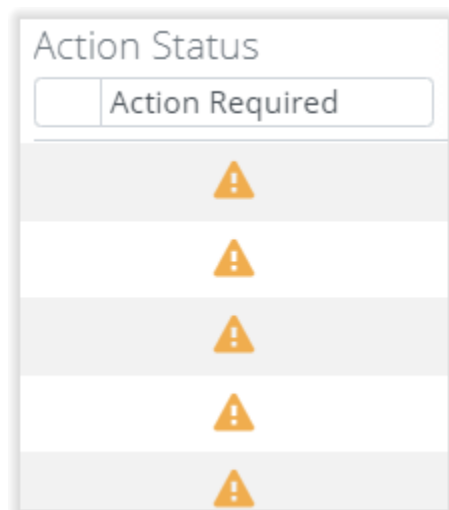
This will tell us at a glance what action needs to be taken.

We can see to the right a picture of the specific column and the sign underneath it that is associated with it.



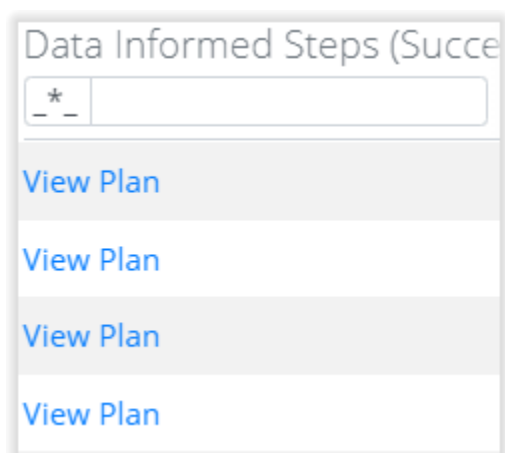
### Action Status

This column provides you with an alert. Its purpose is to call attention to the fact that something needs to be done. Almost all sections that contain data tables will have an “Action Status”, column in them.



### Data Informed Steps

Data Informed Steps will show you the steps that have been documented to document the students’ absence conditions. Once you click on “View Plan,” an additional page will open inside the Interventions application. Once the blue hyperlink is clicked, and in the interventions application linked to you from Absence Response, you can review and add various information regarding the students’ Data Informed Steps.



In the example below, we clicked on the “View Plan” hyperlink in Absence Response. The following pages loaded as a result. There is much information contained on the intervention details page.

Below, we can see said page.

The screenshot shows the 'Interventions' section of the SchoolData.net application. The user is logged in as 'Joe Tansy, District Administrator'. The page title is 'OCOSTA SCHOOL DISTRICT Home of the Wildcats'. The breadcrumb trail is 'My Student Plans / \*\*\*\*\* / Edit Intervention Plan - Details'. The form is titled 'Intervention Plan Details' and contains the following sections:

- Parties:** Includes a 'Student (required)' dropdown menu with 'Camdyn \*' selected, a 'Responsible Educator (required)' dropdown menu, and a checkbox for 'Notify Responsible Educator on Enrollment Change'.
- Supplemental Educators (optional):** A large empty text area for additional educators.
- Intervention/Support Type:** Includes a 'Targeted Condition (required)' dropdown menu with 'Absence Response Recommended Success Plan' selected, and an 'Intervention/Support (required)' dropdown menu with 'Attendance Success Plan with Data Informed Steps' selected.
- Start/End Date:** Includes a 'Start Date (required)' dropdown menu with 'Feb 25, 2021' selected, an 'End Date (required)' dropdown menu with 'Jul 31, 2021' selected, and a 'Detailed Schedule Information (optional)' text area.

## Attendance Agreement

Much like in the Data Informed Steps section, once you click on the blue hyperlink that says "View Plan," Absence Response will bring you to the Intervention application page. However, once there, you will have many more options than you had when selecting the Data Informed Steps hyperlink. We will review the sub-pages that will be available to you on the page below.

The screenshot shows the 'Attendance Agreement (Con)' page. It features a search bar at the top with a star icon. Below the search bar is a list of six 'View Plan' links. The fourth link from the top is highlighted in blue, indicating it is the selected option.

## Details

The Details page on the attendance agreement page, which will be displayed to you after clicking the “View Plan” hyperlink inside of Absence Response, will show you all of the primary information required, some of which may already exist. For example, as we are already clicking on a student plan for a specific student, the applications will fill out that student’s name in the parties section of the Details page in the interventions application page.

As you can see here, we can edit various items inside the Intervention Plan details.

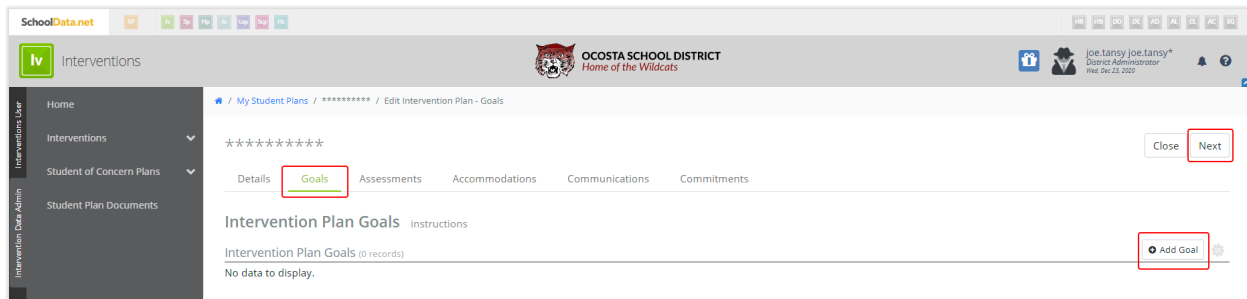
## Goals

In the Goals section, we will modify various aspects of the Attendance Agreement, such as setting specific targets for the student to reach. These can be altered or removed or additional ones added at any point that they are required.

In the picture below, we can see three red boxes that have been highlighted. The first is the goals subpage, which highlights where we currently are in the Attendance Agreement.

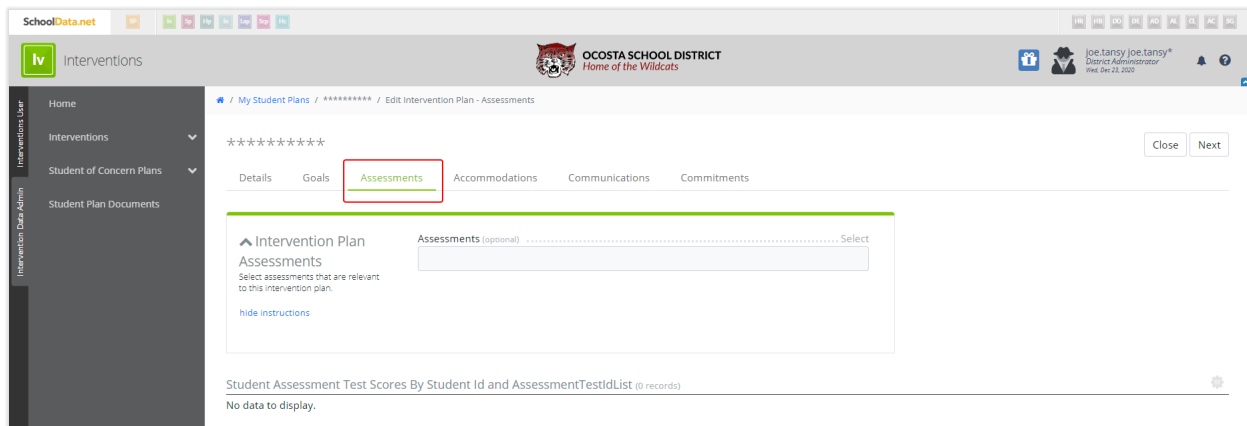
The next item is labeled “Add Goal” this allows you to add additional goals for the student to reach.

The 3rd red rectangle highlights the following button. This allows you to navigate subpages. So, for example, if we were to click on the next button while in the goals section, you'd be brought to the assessment section.



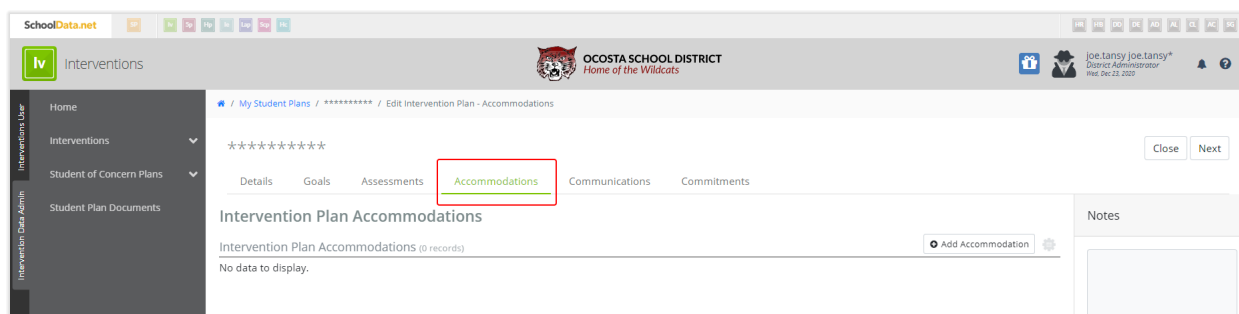
## Assessments

In the Assessment section, you can add assessments that are relevant to the Attendance Agreement. Below, we can see an example of an assessments page. The assessment pages are highlighted with a red rectangle.



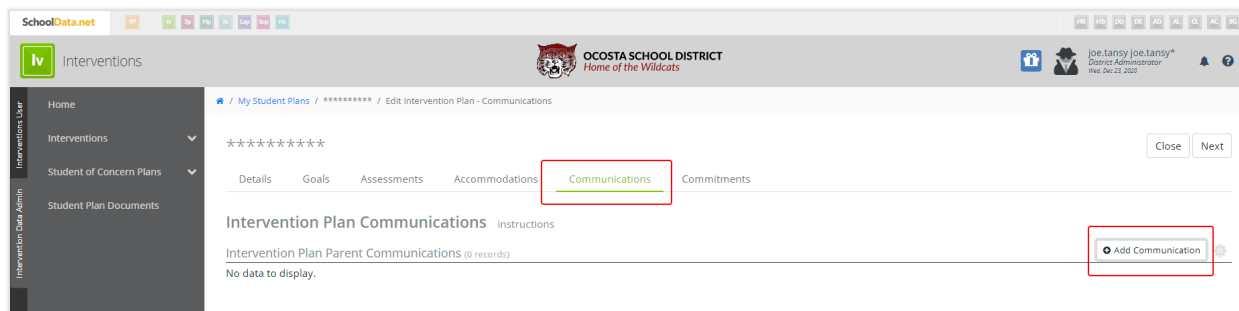
## Accommodations

The Accommodation section displays intervention plan accommodations. Additionally, it also allows you to add accommodations to the students' Attendance Agreement.



## Communications

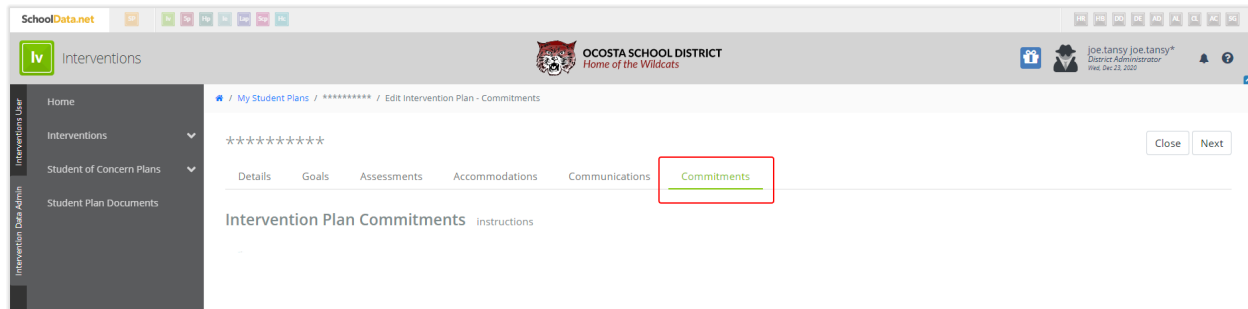
The communication section maintains a record of communications that have taken place. These can be meetings with the parents or meetings with the student. Additionally, in this section, you can also add communications records if they have taken place.



The above picture shows that communication is highlighted, showing us the sub-page location for this section. Additionally, we can also see a red rectangle around "add communications". This is where you would add any new communications between the student or the parents, or both.

## Commitments

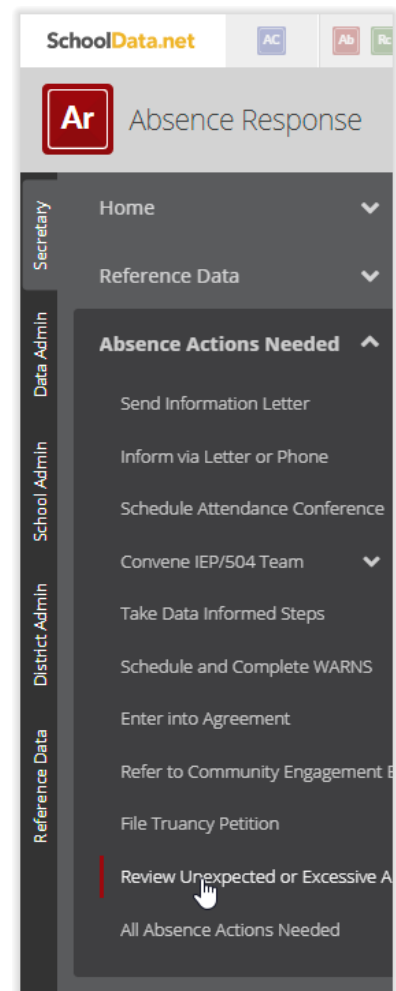
The commitment section will show us a broad overview of specific actions regarding the students' Attendance Agreement. Below we can see a picture of this section.



## Send Information Letter

The law requires that should too many days excused or unexcused be missed, the school or school district must initiate contact with the parents or guardians of the student.

Send Information Letter allows you to quickly reference which students need to have this specific action completed in their case without having to compare absence conditions yourself. Instead, Absence Response automatically does this for you and singles out all the relevant information.



## Row Actions and Options

Row actions and options allow you to specify specific things for one individual student. It is located to the right of the page. Its symbol is a gear icon. You can see it selected below. Simply click the gear icon to set, which will animate when you hover your mouse over it.

The screenshot shows the 'SECRETARY Send Information Letter' interface. At the top, it says 'Students at West Valley K-8 Summer School'. Below this is a table with columns: Student, Required Action, Action Status, and Information Letter. The table lists 15 students, all with 'Information Letter' as the required action and a yellow warning triangle in the Action Status column. A 'Row Actions & Options' menu is open on the right, showing options: Print Information Letter, Print and Complete Information Letter, Complete Information Letter, Suppress Information Letter, and Generate and Email Information Letter. The interface also includes a search bar, a filter button, and pagination controls at the bottom.

| Student             | Required Action    | Action Status | Information Letter |
|---------------------|--------------------|---------------|--------------------|
| Mirsada Dawson*     | Information Letter | ⚠             |                    |
| Kamren Deluca*      | Information Letter | ⚠             |                    |
| Darrell Said*       | Information Letter | ⚠             |                    |
| Lee Baugh*          | Information Letter | ⚠             |                    |
| Alysson Robel*      | Information Letter | ⚠             |                    |
| Amarjet Robel*      | Information Letter | ⚠             |                    |
| Shariq Griss*       | Information Letter | ⚠             |                    |
| Justyn Dreisbach*   | Information Letter | ⚠             |                    |
| Jinwoo Ybarra*      | Information Letter | ⚠             |                    |
| Kierstyn Laccinole* | Information Letter | ⚠             |                    |
| Kalyana Laccinole*  | Information Letter | ⚠             |                    |
| Milga McKenzie*     | Information Letter | ⚠             |                    |
| TJ Herron*          | Information Letter | ⚠             |                    |
| Guy Norstad*        | Information Letter | ⚠             |                    |

In addition to selecting users individually through the row actions and options, You can also choose activities for multiple students on the left-hand side of the Application.

We confirm in the picture below that multiple Students have been selected on the left-hand side of Absence Response. This allows us to do actions for numerous students in a batch.

**SchoolData.net** Absence Response

**SECRETARY**  
Inform via Letter or Phone  
Students at West Valley K-8 Summer School

Absence Response Secretary Inform by Letter or Phone (88 records) Filtered

| Student   | Attendance Condition | Required Action        | Action Status   | Unexcused Notification |
|---|----------------------|------------------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> Lynsey Munzo*     | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input checked="" type="checkbox"/> Mirsada Dawson*   | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Alysson Robel*    | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Amarjet Robel*    | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Justyn Dreisbach* | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Raylee Barnick*   | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Matthias Hammarstr...        | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Merilee Chouinard*           | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Mika Kabrich*                | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Blaise Nesmith*              | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Beau Moser*                  | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Virginia Callaway*           | 1 unexcused Absence  | Unexcused Notification |                 |                        |

1 - 50 of 88 Page 1 of 2 50 per page

Almost any option available to you as a row option you can also complete in bulk by selecting multiple rows as shown below.

**SchoolData.net** Absence Response

**SECRETARY**  
Inform via Letter or Phone  
Students at West Valley K-8 Summer School

Absence Response Secretary Inform by Letter or Phone (88 records) Filtered

Complete actions with multiple students selected

| Student   | Attendance Condition | Required Action        | Action Status   | Unexcused Notification |
|---|----------------------|------------------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> Lynsey Munzo*     | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input checked="" type="checkbox"/> Mirsada Dawson*   | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Alysson Robel*    | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Amarjet Robel*    | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Justyn Dreisbach* | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input checked="" type="checkbox"/> Raylee Barnick*   | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Matthias Hammarstr...        | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Merilee Chouinard*           | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Mika Kabrich*                | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Blaise Nesmith*              | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Beau Moser*                  | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| <input type="checkbox"/> Virginia Callaway*           | 1 unexcused Absence  | Unexcused Notification |                 |                        |

1 - 50 of 88 Page 1 of 2 50 per page

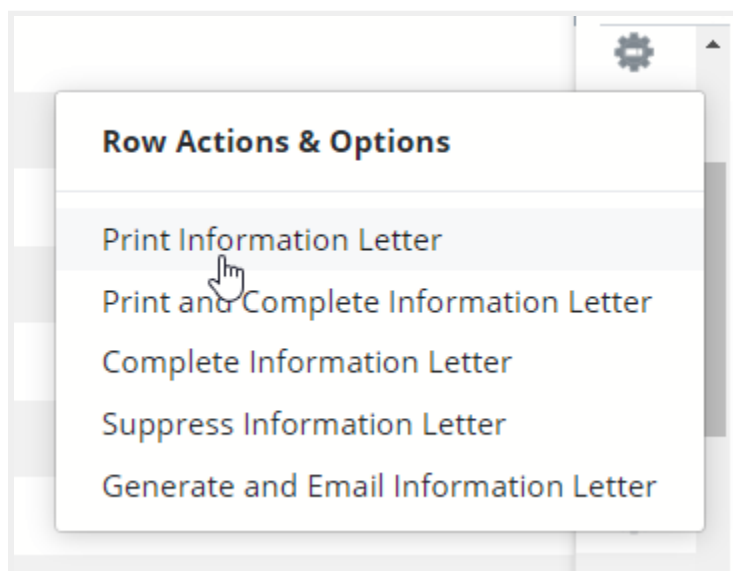
Print Unexcused Notification  
Print and Complete Unexcused Notification  
Complete Unexcused Notification

## Print Information Letter

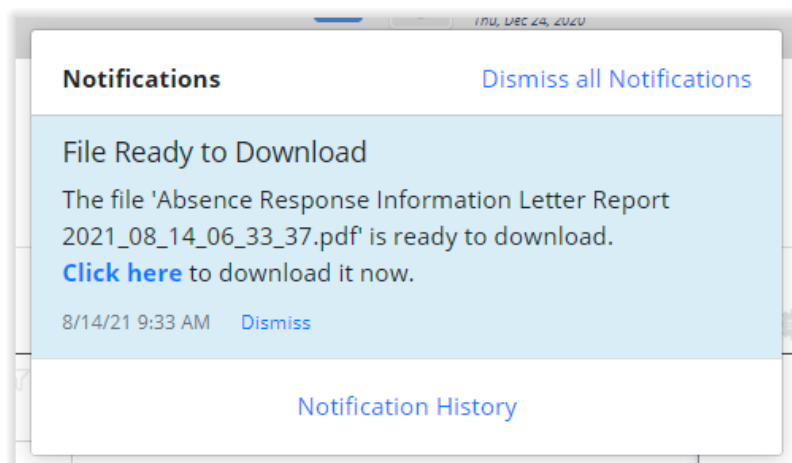
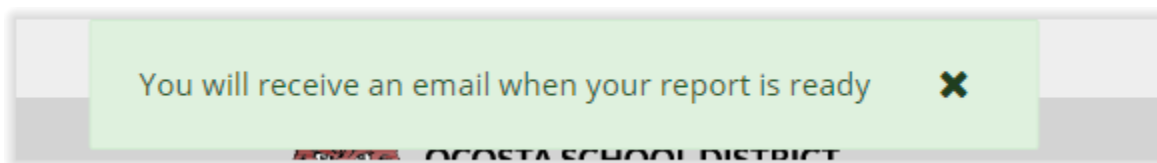
Print Information Letter will allow you to quickly and easily print out a letter to the student’s parents or guardians to notify them of the student’s absence conditions.

All you have to do is click “Print information Letter,” and the Absence Response will handle the rest for you.

It will automatically create and email you a report. Formatting, spell check is all a thing of the past, with Absence Responses intuitive user interfaces and advanced capabilities.

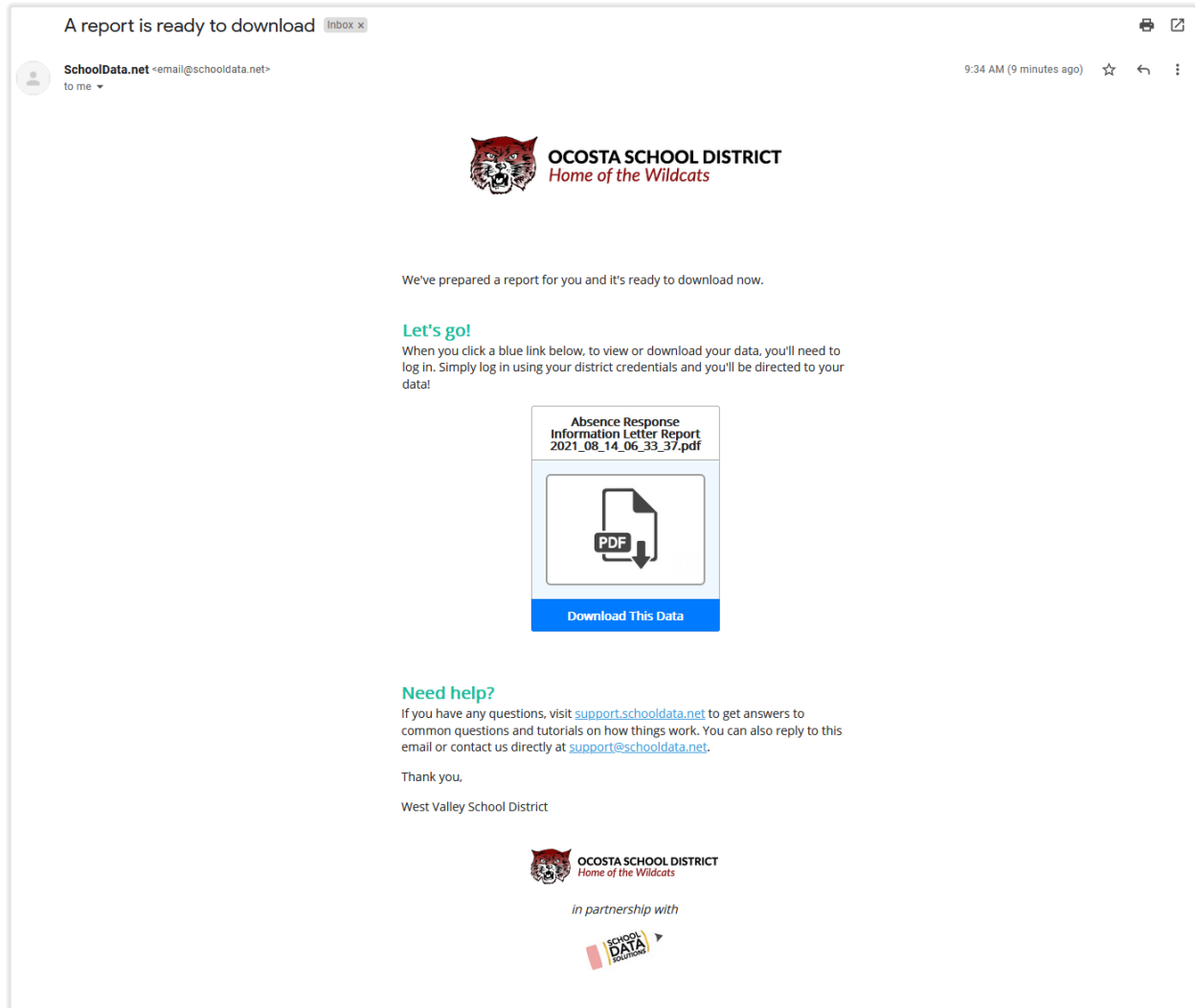


You will get immediate feedback on the status of the letter. As soon as “Print Information Letter” is selected, you will see a message at the top middle of the screen inside a green bar that lets you know that the letter is generated and will be emailed to you shortly.



In addition to the above message, you will also receive confirmation in your updates notifications located at the top right of the application page.

In this case, we could either click on the blue hyperlink or download it from your email.



Once the letter has been downloaded, either by going to your email downloading it through the updates section on the MWe, see the result below. I have shown only the first page as an example. However, there are three pages to this letter and a request for a signature from a parent or guardian.



## OCOSTA SCHOOL DISTRICT

*Home of the Wildcats*

Dear Parent/Guardian of Jaeda Declquet,

This year, West Valley Jr High is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school - and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day, is important. Consistent attendance will help children do well in high school, college, and at work.

### DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that Jaeda attends regularly and is successful in school. If Jaeda is going to be absent, please contact (509)972-5800.

### OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or Jaeda face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping Jaeda attend school.

Portions of this letter are attributable to [Attendance Works \(http://www.attendanceworks.org/\)](http://www.attendanceworks.org/)

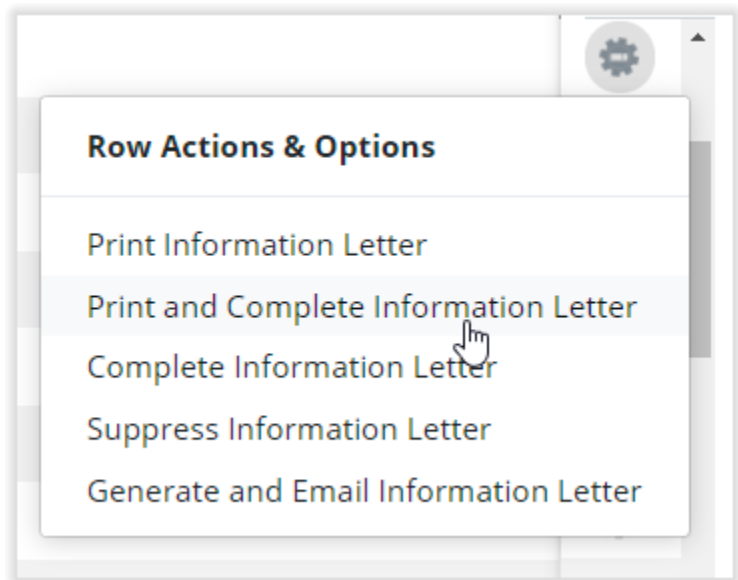
08/14/2021

Page 1 of 3

## Print and Complete Information Letter

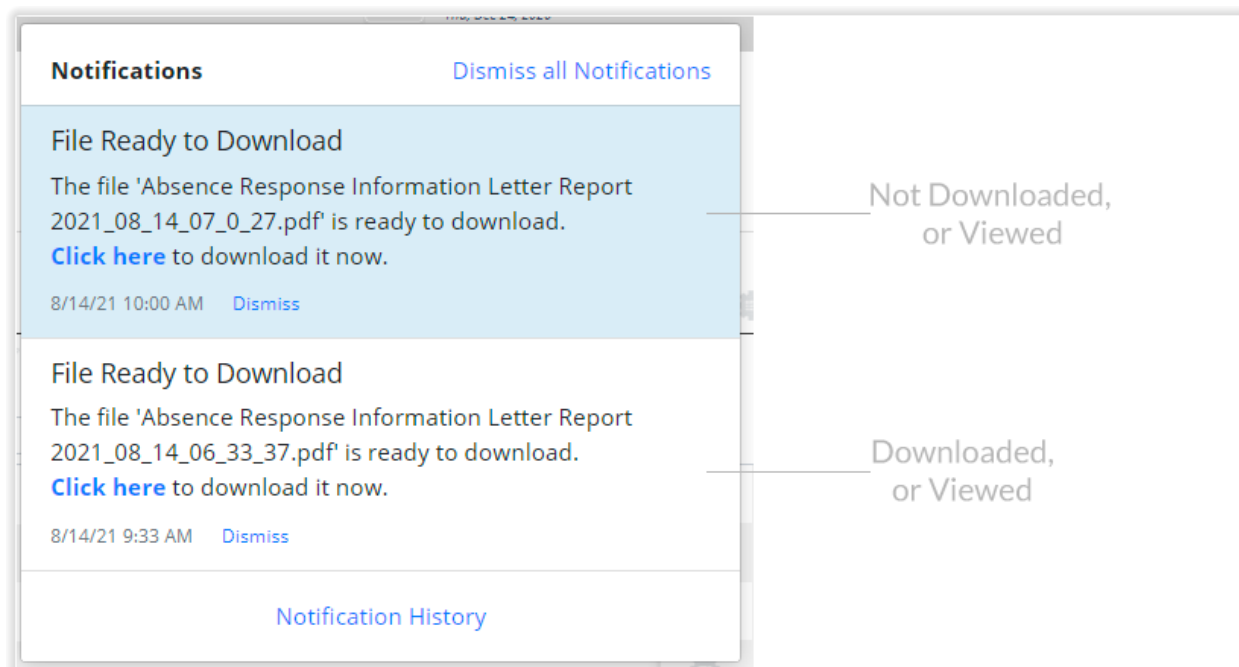
Much like the previous section, this section allows you to have a letter exported rapidly. However, the difference between this letter and the former one is that this one allows for the input of different items inside the letter.

When you click on “print and complete information letter,” you will get the same confirmation letter with the previous “print information letter” selection. This confirmation will come in the form of a green bar at the top center of the screen. You can see this bar displayed in the image below.



You will receive an email when your report is ready **X**

As we can see in the picture below, the letter has successfully been generated and is ready for download. We can click the "click here" Hypertext link or check her email to download the letter. Additionally, it is worth noting that, The top notifications highlighted indicate that you have not seen this or that you have not done it yet. This allows us to differentiate the difference between a file that has been downloaded and one that has not yet been downloaded.

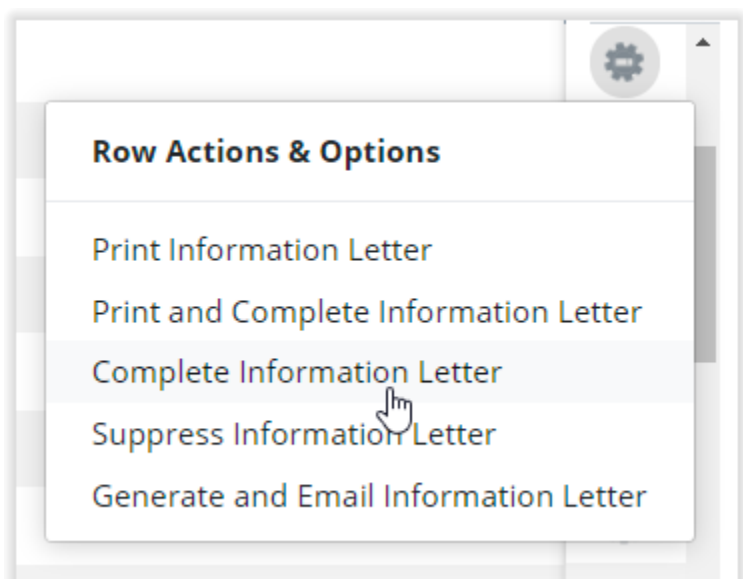


Upon clicking the blue h hyperlink, a new download will start in a new tab.

### Complete informational letter

Selecting a complete informational letter will change the status of the student from needing to be addressed. Clicking "complete informational letter" will change the status of the student to reflect the fact that an informational letter has already been sent or completed.

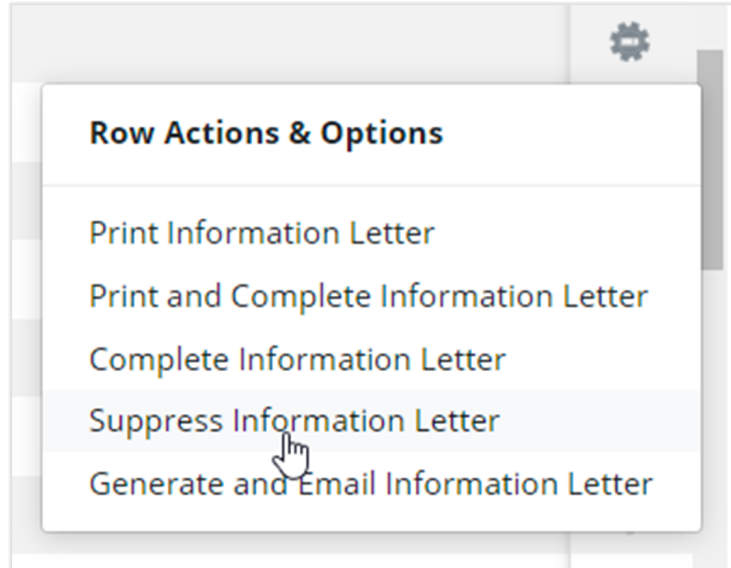
If, however, the status has already been changed, Absence Response will notify you via a message at the top center of the application letting you know so. However, suppose this has not happened yet. In that case, Absence Response will show you a message confirming the successful completion of the submitted information.



Information Letter marked complete ✕

### Suppress Information Letter

The option to suppress an informational letter also exists inside of row actions and choices. You can see this option displayed to the right.

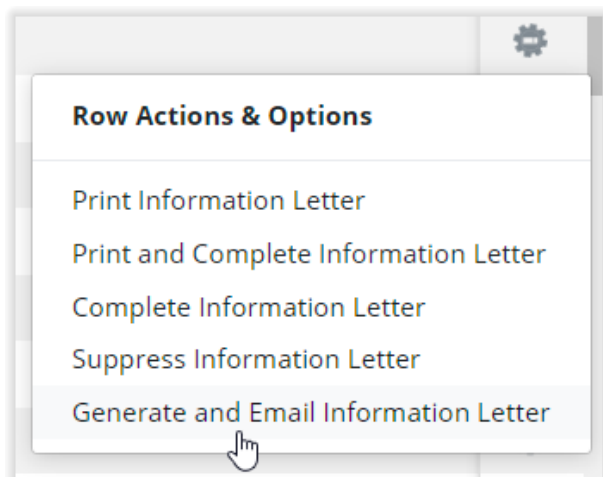


Below, we can see the message presented to us upon successfully suppressing an informational letter mandate.

Information Letter marked Suppressed ✕

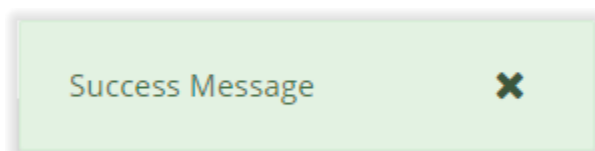
## Generate and Email Information Letter

You can choose the “Generate and Email Information Letter” option from the Row Actions and Options” menu to email an information letter.

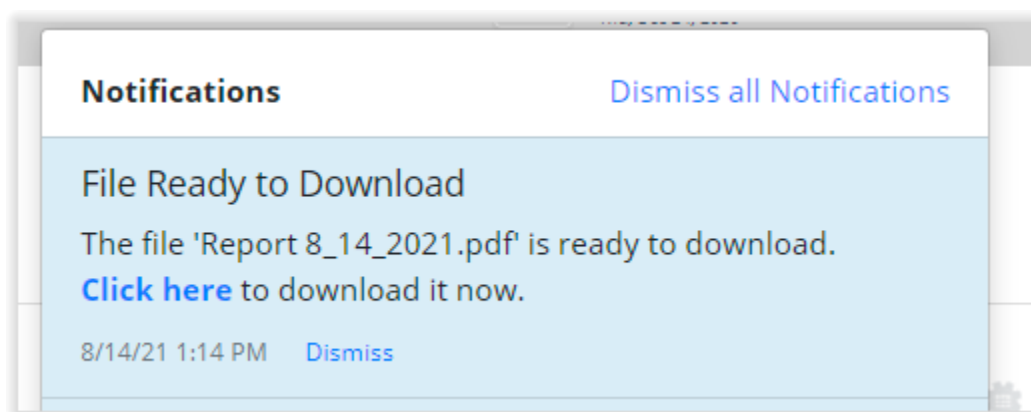


Once this action has been completed successfully, we will see a message confirming this.

Shown below is an example of such a confirmation message.

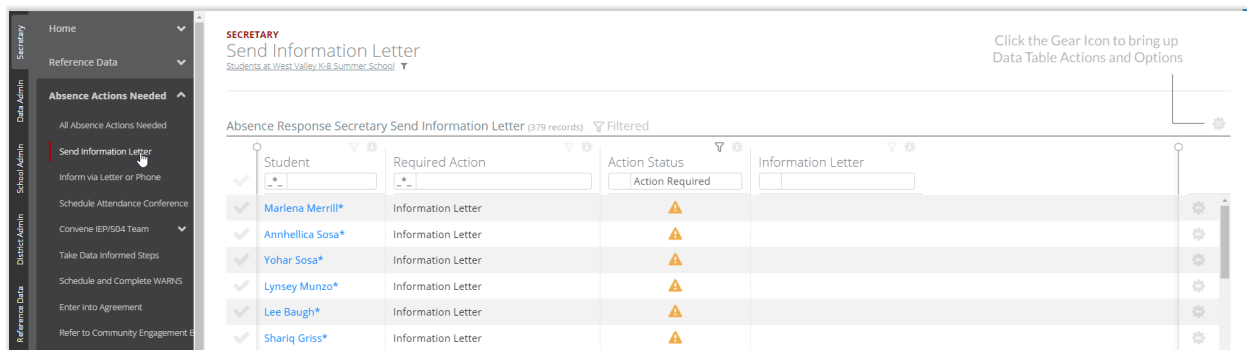


We will also see that we have a notification alerting us that our file is ready for download.

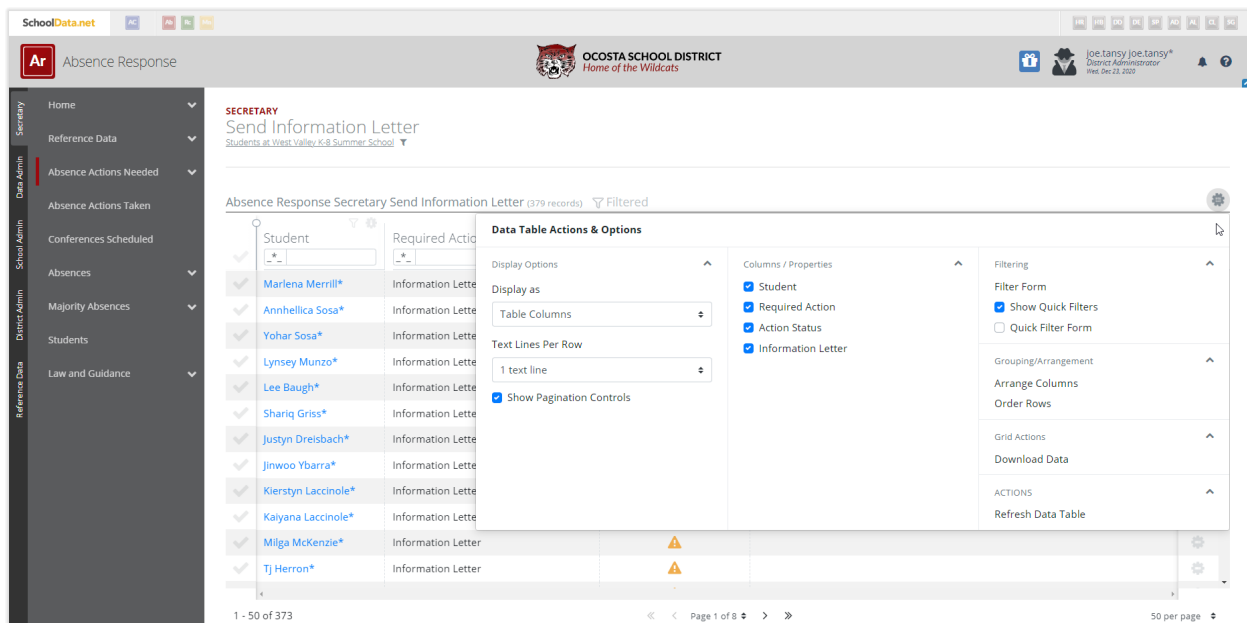


## Data Table Actions and Options

With data table actions and options, you can change the layout of the displayed data table. To access this pop-up menu, you will need to click the gear icon located at the top right of the application page.



Once selected, you will see the following menu appear.



With data table actions and options expand need, you can change the number of text lines per row, show pagination controls, add or remove different home properties such as student, action required, action status Information I, and arrange columns to download the data or refresh the data table.

## Column actions and options

Using column actions and options, you can change various options within each column, including how they are sorted and the order in which they are laid out. Additionally, you can also add or remove the filter.

The screenshot shows the 'Absence Response Secretary Send Information Letter' page in SchoolData.net. A table displays 379 records. The columns are 'Student', 'Required Action', 'Action Status', and 'Information Letter'. A context menu for the 'Required Action' column is open, showing options: 'Sort Ascending', 'Sort Descending', 'Filter', 'Pin Left', and 'Pin Right'. The table rows show students with their names, the action 'Information Letter', and a warning icon in the 'Action Status' column.

Each column has its specific column actions and options menu located at the top of the column. We can see the location of this pop-up menu highlighted below and the red squares.

This close-up shows the top of the table columns. Red squares highlight the column action icons (a list icon) for each column: 'Student', 'Required Action', 'Action Status', and 'Information Letter'.

## Inform Via Letter or Phone

This section is structured much like the “[Send Informational Letter](#)” section in terms of layout but has completely different options available to you. The options that are the same, for example, “[Column Actions and Options](#),” since they were already covered, will not be covered here.

**SchoolData.net** Absence Response

**SECRETARY**  
Inform via Letter or Phone  
Students at West Valley K-8 Summer School

Absence Response Secretary Inform by Letter or Phone (88 records) Filtered

| Student               | Attendance Condition | Required Action        | Action Status   | Unexcused Notification |
|-----------------------|----------------------|------------------------|-----------------|------------------------|
| Lynsey Munzo*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Mirsada Dawson*       | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Alysson Robel*        | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Amarjet Robel*        | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Justyn Dreisbach*     | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Raylee Barnick*       | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Matthias Hammarstr... | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Merilee Chouinard*    | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Mika Kabrich*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Blaise Nesmith*       | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Beau Moser*           | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Virginia Callaway*    | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |

1 - 50 of 88 Page 1 of 2 50 per page

Most options that change in this section concerning its predecessor are located in the “Row Actions and Options”. As such, we will take a closer look at them.

### Row Actions and Options

In the previous section, we covered how you can select multiple students at one time and create an action using the top-right gear icon that has a pop-out menu called Row Actions and Options. The process here is the same, but the options are different. As such, you should refer to the previous section for detailed information on the user interface relations regarding general layout. You can find that information [here](#). The options specific to this subsection, “Inform Via Letter of Phone,” are displayed below and covered.

Row Actions and Options can be found on the right side of each student's name in the data table, as shown below.

The screenshot displays the 'Absence Response' interface for the 'OCOSTA SCHOOL DISTRICT'. The main section is titled 'SECRETARY Inform via Letter or Phone' and shows a table of student absences. The table has columns for Student, Attendance Condition, Required Action, Action Status, and Unexcused Notification. A dropdown menu titled 'Row Actions & Options' is open, showing various actions like 'Print Unexcused Notification', 'Print and Complete Unexcused Notification', etc.

| Student               | Attendance Condition | Required Action        | Action Status   | Unexcused Notification |
|-----------------------|----------------------|------------------------|-----------------|------------------------|
| Lynsey Munzo*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| Mirsada Dawson*       | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Alysson Robel*        | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Amarjet Robel*        | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Justyn Dreisbach*     | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Raylee Barnick*       | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Matthias Hammarstr... | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Merilee Chouinard*    | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Mika Kabrich*         | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Blaise Nesmith*       | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Beau Moser*           | 1 unexcused Absence  | Unexcused Notification |                 |                        |
| Virginia Callaway*    | 1 unexcused Absence  | Unexcused Notification |                 |                        |

Row Actions & Options:

- Print Unexcused Notification
- Print and Complete Unexcused Notification
- Complete Unexcused Notification
- Suppress Unexcused Notification
- Generate SMS message
- Generate Robocall
- Generate and Send Unexcused Notification

Additionally, to apply settings or execute given actions in bulk, this can be accomplished from the “Select Row Actions” at the top of the page, to the right, as shown below. **Note: “Select Row Actions” will only become visible when one or more students are selected in the data table.**

In the above picture, there is no “Select Row Actions” button. However, after selecting students via the checkboxes on the left, the button appears, as shown below.

The screenshot shows the 'Absence Response' interface for the 'SECRETARY' role. The left sidebar contains a navigation menu with categories like 'Reference Data', 'Absence Actions Needed', 'Absence Actions Taken', 'Conferences Scheduled', 'Absences', 'Majority Absences', 'Students', and 'Law and Guidance'. The main content area is titled 'Inform via Letter or Phone' and shows a table of student absences. The table has columns for Student, Attendance Condition, Required Action, Action Status, and Unexcused Notification. A 'Select Row Actions' button is visible in the top right corner of the table, and a dropdown menu is open, showing options: 'Print Unexcused Notification', 'Print and Complete Unexcused Notification', and 'Complete Unexcused Notification'.

| Student   | Attendance Condition | Required Action        | Action Status   | Unexcused Notification |
|---|----------------------|------------------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> Lynsey Munzo*   | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input checked="" type="checkbox"/> Mirsada Dawson* | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input checked="" type="checkbox"/> Alysson Robel*  | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Amarjet Robel*             | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Justyn Dreisbach*          | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Raylee Barnick*            | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Matthias Hammarstr...      | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Merilee Chouinard*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Mika Kabrich*              | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Blaise Nesmith*            | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Beau Moser*                | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Virginia Callaway*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |

As stated before, the “Select Row Options” does contain many of the same options in the “RowOptions” that is available under it, all the way to the right via the gear Icon. As such, below, we will cover the Row options.

Highlighted below, we can see the icon we will click on to bring up the popup menu “Row Actions and Options”.

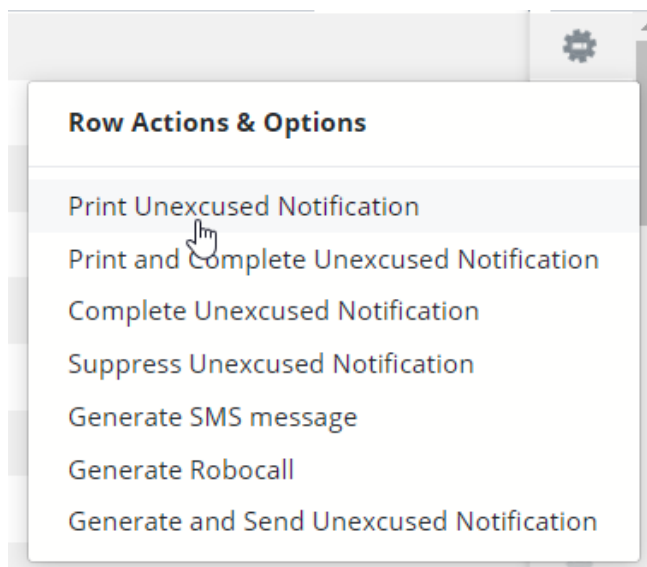
The screenshot shows the same 'Absence Response' interface, but with the 'Row Actions and Options' selector highlighted in the top right corner of the table. The table structure is identical to the previous screenshot, showing a list of students with their absence conditions and required actions. The 'Row Actions and Options' selector is a gear icon located at the end of each row.

| Student   | Attendance Condition | Required Action        | Action Status   | Unexcused Notification |
|---|----------------------|------------------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> Lynsey Munzo*   | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input checked="" type="checkbox"/> Mirsada Dawson* | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input checked="" type="checkbox"/> Alysson Robel*  | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Amarjet Robel*             | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Justyn Dreisbach*          | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Raylee Barnick*            | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Matthias Hammarstr...      | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Merilee Chouinard*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Mika Kabrich*              | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Blaise Nesmith*            | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Beau Moser*                | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |
| <input type="checkbox"/> Virginia Callaway*         | 1 unexcused Absence  | Unexcused Notification | Action Required |                        |

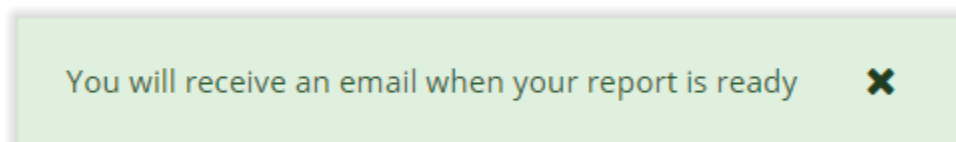
## Print Unexcused Notification

In this example, the option selected will download a custom generated letter that will inform the parents or guardians of the student that they have unexcused absences, it will cite the law that is applicable along with a summary, and it will include a full schedule of the days that the student missed.

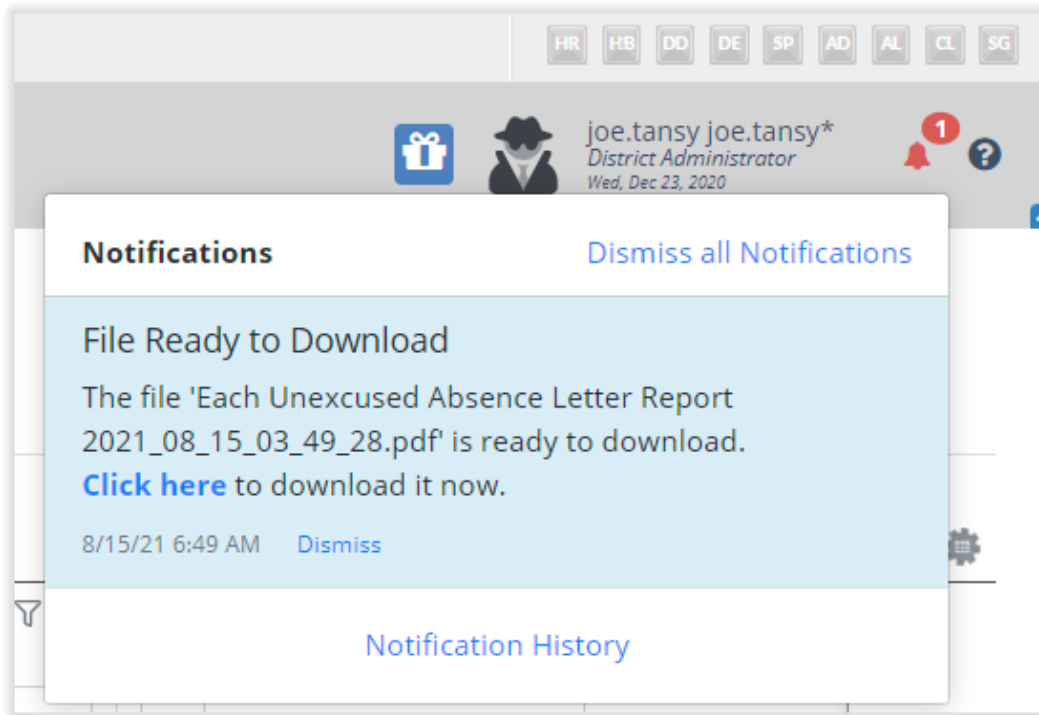
To use this option, click on the gear icon to the right of the student’s name, then click “Print Unexcused Notification”.



If done correctly, the following notification will alert you that this option selection was successful. It will appear in the top center of the application screen.



As with the previous section, you will also download this letter via your email address. In this example, however, we will demonstrate downloading it directly from the application. Once the letter is ready, you will get a notification. Absence Response will show this to you via the bell icon at the top right of Absence Response. Clicking on it will present you with a drop-down menu with a blue hyperlink for you to download the document. Note the blue “Click here” hyperlink in the below picture.



Once you click this hyperlink, an additional window will pop up with your download. Feel free to close it. The purpose of this is to not change or modify any data on your current page, allowing for seamless download of any document using Absence Response without disturbing your workspace.

Now that we have downloaded the letter, we can view it, print it, or modify it. Below we can see the first page of what the letter in this example would look like. **Note: the information in the letter below is fictitious. It is used only as an example to show layout and content.**



**OCOSTA SCHOOL DISTRICT**  
*Home of the Wildcats*

Date: 08/15/2021

Dear Parent/Guardian of Abigail Munson:

This letter is to notify you that Abigail now has 1.86 unexcused absences. Please review the attendance detail for that is at the end of this letter. It is the philosophy of the School Data Solutions School District that attendance is essential for students to receive the full benefit of their education. Chronic absence (missing 18 or more days in a school year) drastically reduces a student's chance of receiving such benefits.

In an effort to support early intervention for students, RCW 28A.225.020 requires districts to take data-informed steps to eliminate or reduce student absences. At 2 unexcused absences in a month School Data Solutions School District uses this letter to ensure parents know their child is accumulating unexcused absences and to schedule a conference with you and your student to identify the barriers and supports available to ensure regular school attendance. The State's compulsory attendance law, RCW 28A.225.010, mandates that children who are enrolled at school or whose ages are between 8 and 18 must attend public, private, or home school unless otherwise excused by the district. **To ensure that School Data Solutions School District is complying with this law, we are asking you to please contact us immediately to arrange for a conference so an attendance contract may be developed.** Hopefully, we can end this pattern of truancy and develop a solution to the problem.

Should your student accumulate 5 unexcused absences in a month, or 10 unexcused absences during the school year, the school district will refer the student and parents to our Community Truancy Board. If attendance is not improved a petition will be filed with the King County Juvenile Court.

Thank you for your prompt attention to this very important matter.


Sincerely,

Joo Young Jeffers\*  
Principal  
West Valley Jr High  
(509)972-5800



On the next page, we can see an example of the schedule that the student has missed.

## Chronic Absence Student Detail Report


**OCOSTA SCHOOL DISTRICT**  
*Home of the Wildcats*

---

Student: Abigail Rae-Lynn Munson
ID: 0358869

---

DOB: February 22, 2007
School: West Valley Jr High

---

### Notification Reasons

What has triggered this notification

---

### Attendance History 2020/21

Regular attendance is important for success in learning.

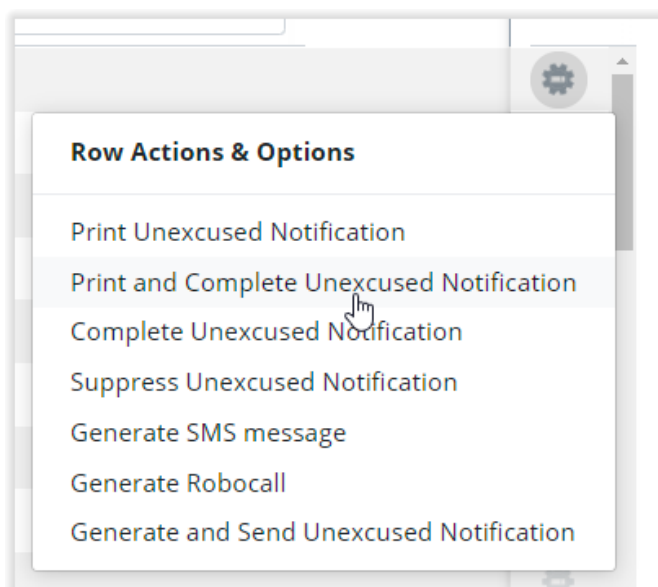
| Date       | 1st Period | 2nd Period | 3rd Period | 4th Period | 5th Period | 6th Period | 7th Period | 1st Period |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 2020-09-01 |            | E          | E          |            |            |            | E          |            |
| 2020-09-02 |            |            |            | E          | E          | E          |            |            |
| 2020-09-03 | E          | E          |            |            |            |            |            |            |
| 2020-09-04 |            |            |            |            | E          |            |            |            |
| 2020-09-08 | E          |            | E          |            |            |            | E          |            |
| 2020-09-09 |            |            |            |            | E          |            |            |            |
| 2020-09-10 |            | E          |            |            |            |            |            |            |
| 2020-09-11 |            |            |            |            | E          |            |            |            |
| 2020-09-14 |            |            |            |            |            |            | E          |            |
| 2020-09-15 |            |            |            |            | E          | E          |            |            |
| 2020-09-17 | E          |            |            |            |            |            |            |            |
| 2020-09-21 |            |            |            |            |            |            | E          |            |
| 2020-09-22 |            |            |            | E          |            |            |            |            |
| 2020-09-23 |            |            |            |            |            |            | E          |            |
| 2020-09-28 |            | E          |            |            |            |            |            |            |
| 2020-09-30 |            |            |            |            |            |            | E          |            |
| 2020-10-12 | E          | E          | E          |            |            |            | E          |            |
| 2020-10-14 |            |            |            |            |            |            | U          |            |
| 2020-10-19 |            |            |            |            |            |            | U          |            |
| 2020-10-23 |            |            |            |            | T          |            |            |            |
| 2020-10-26 |            |            |            |            |            |            | U          |            |

Page 2 of 4


## Print and Complete Unexcused Notification

This option inside of Row Actions and Options allows the generation of a form that can be completed.

This form's generation and download are as simple as clicking on the "Print and Complete Unexcused Notification" option, as depicted to the right.



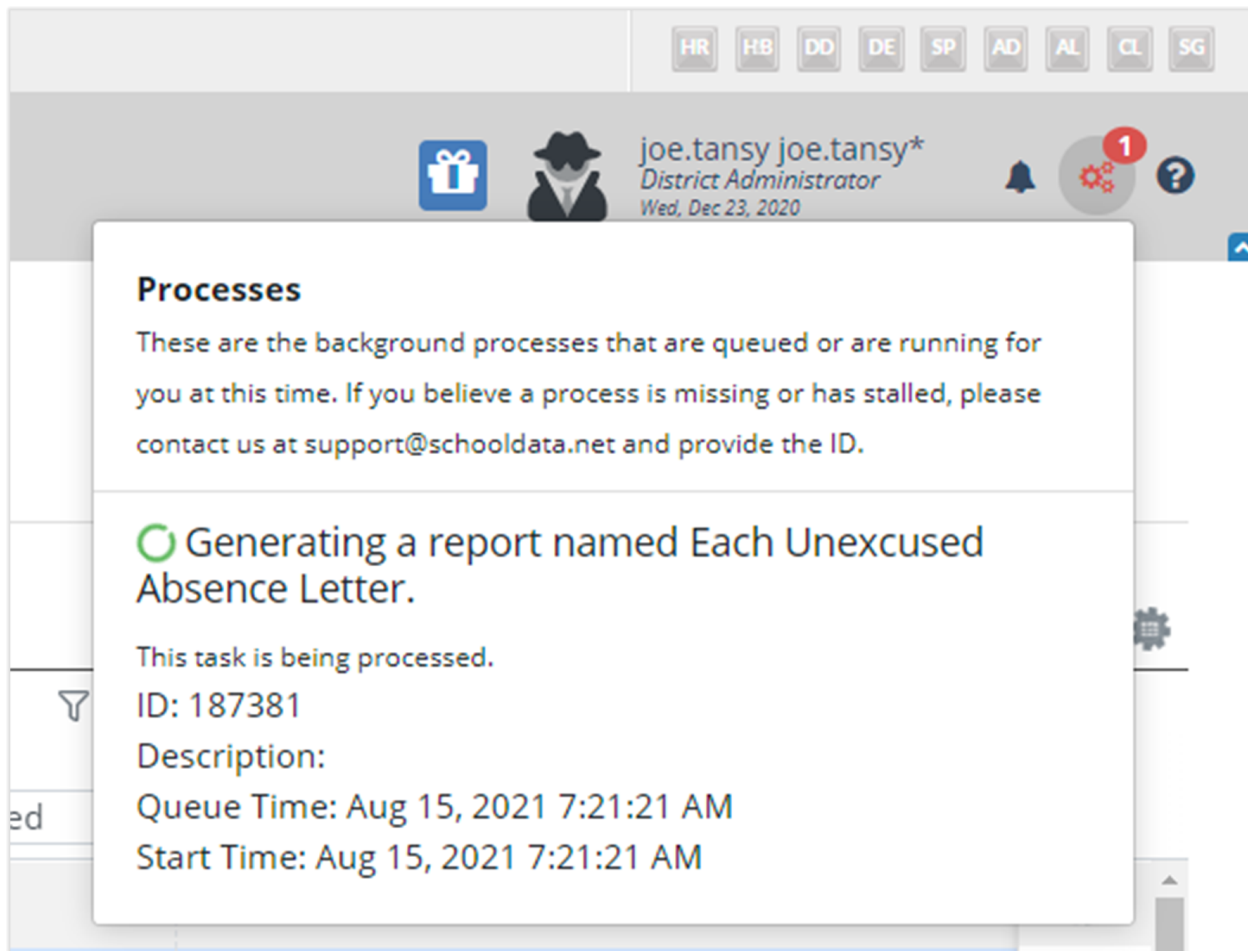
Once we have done this successfully, we will receive a notification telling us that this action has been completed, in the top middle of the Absence Response applications screen, which will look like this:

You will receive an email when your report is ready 

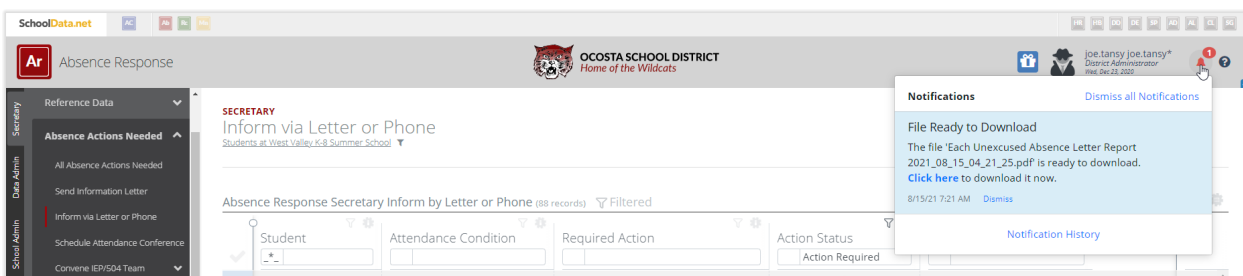
Once you've been notified, thatThe generation of your letter has begun.

After receiving this notification, you will receive an additional notification at the top right of your screen. This notification will let you know that the absence response has started the process of generating your letter. Typically this process is very short-lived. The image below shows that we have gotten the notification at the top right that lets us know unique variables for the procedure. If, for any reason, we had an issue and could not get a letter to generate. We could pass the idea along to support staff at school data. In this email, you would want to specify the ID number, the queue time, and the start time. It is improbable that you'll ever have to deal with the situation.

However, it's good to know how to resolve it as quickly and painlessly as possible.



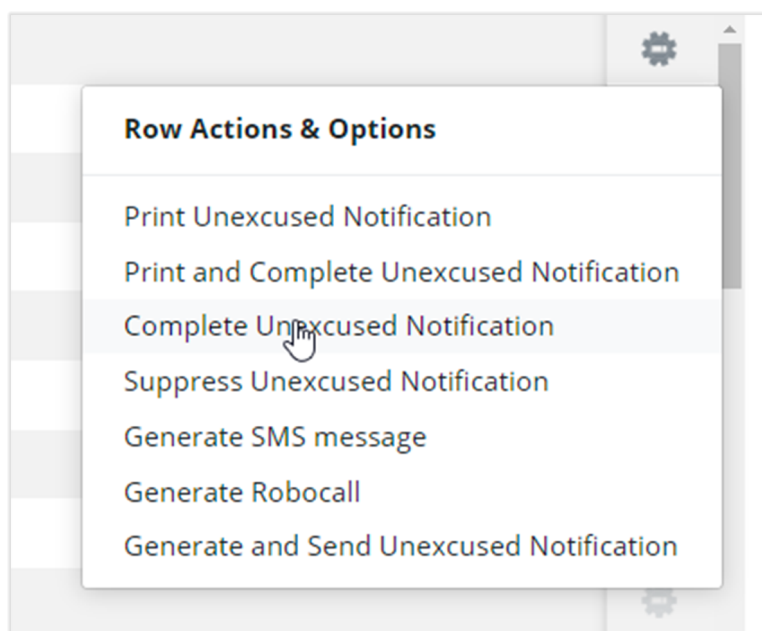
Once this process is finished, the gear icon that you see and read in the picture above will disappear. Instead, they will be replaced by notification in the updates section, which is also at the top right inside the bell, which will turn red, as you can see in the picture below. Our report will be ready for download. To download it, we do the same thing that we did in previous sections that are outlined. Simply click the blue hyperlink that is included inside of the notification. As discussed earlier, once this is completed, a new tab will open, in your download will begin. Absence response opens a new tab to ensure that whatever work you do inside your main tab is not disturbed.




## Complete unexcused notification

If you have completed an unexcused notification letter, Upon completion will need to mark as such inside of absence response.


To do this, click on the gear icon to the right the same way you initiate any other row action and click “complete unexcused notification”. This will log into the system and let the absence response know that an unexcused letter or phone call notification has been placed to the parents or guardians of the student.



You do not have to keep track of each of these you marked complete because absence response will do that for you. For example, below, we can see what happens if this action has already been marked complete by you or someone else.

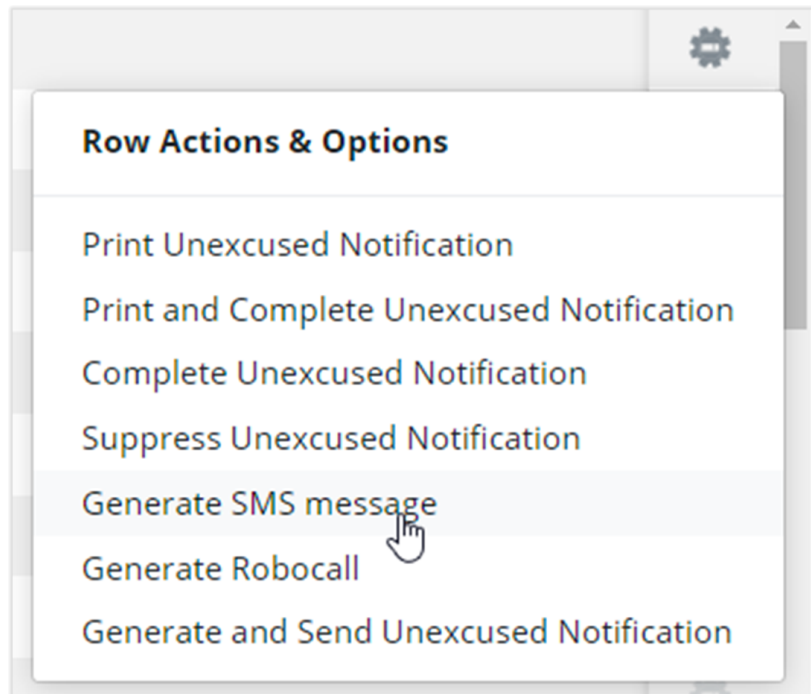
This action has already been resolved for the student 

As we can see, if it is already marked resolved, we get aNotification letting us know so. This notification will appear in the top center of the absence response application page. However, Suppose this action has not yet been done. In that case, additionally, you will get a confirmation that the student status regarding the unexcused notification has been marked as complete.

Unexcused Notification marked complete 

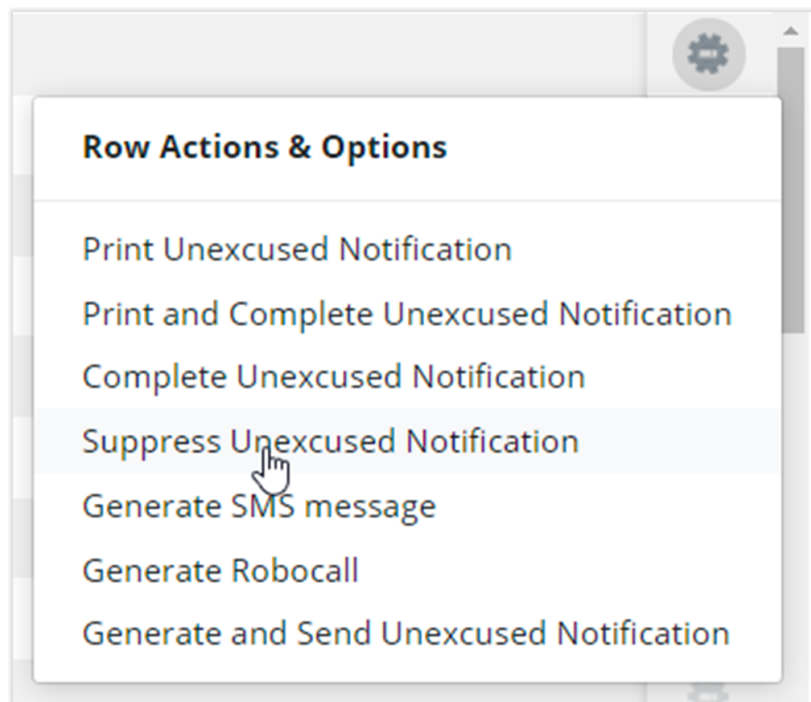
## Generate SMS Message

An alternate form of notification can be in a text message. To accomplish this, click on the gear icon to the right of the student's name to make row actions and options appear. Once they appear, click on "generate SMS message". This will allow you to notify parents by an SMS message of any absence conditions that surface.



## Suppress Unexcused Notifications

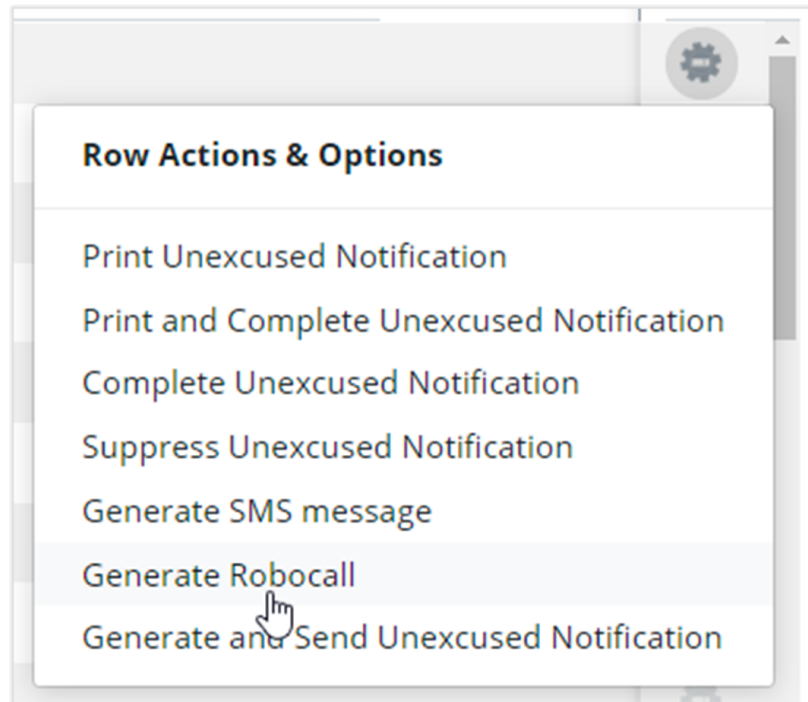
To get rid of notifications that had been handled outside of absence response and have been confirmed to have been taking care of, You can suppress them. This means that an issue with the student's attendance 30 has been resolved, or the parents and guardians have been notified that we can tell absence response not to show us this notification. This is accomplished through the "Suppress unexcused notification" option inside of row actions and choices.



## Generate Robocall

This feature inside of Absence Response is currently being developed and worked on.

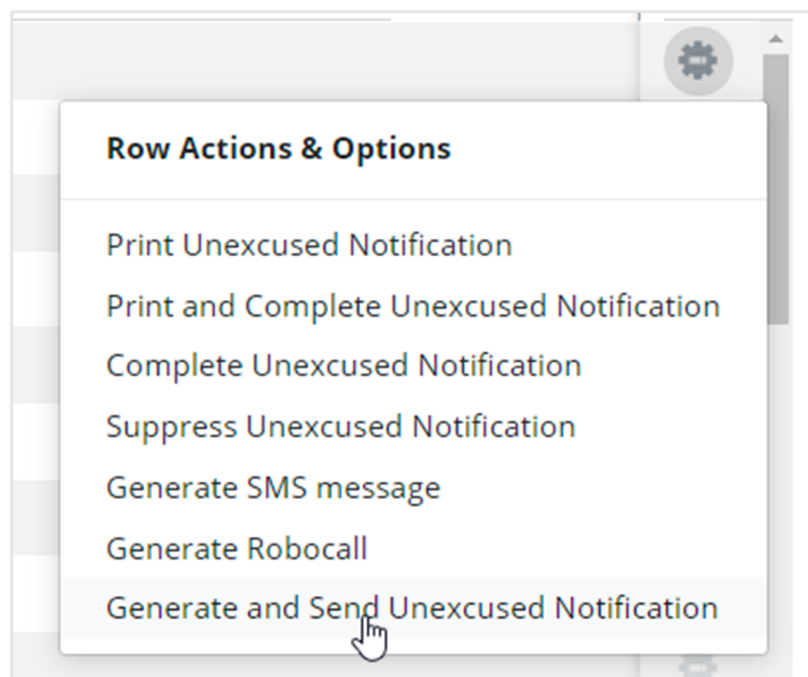
Once this feature is enabled, you can generate an automated call in order to call the students’ parents to inform them of an absence or series of absences.



## Generate and Send Unexcused Notification

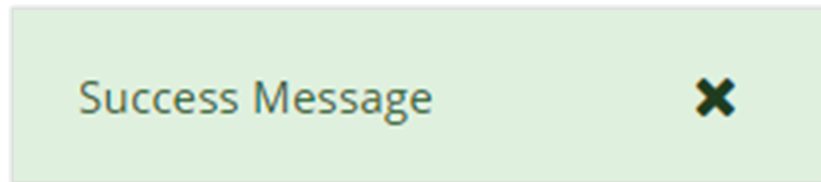
Using this option inside of Absence Response will allow you to automatically generate and send to the parent or guardian a notification per student who has an unexcused absence.

Essentially using this option will completely automate the sending of a notification to a parent or guardian.



Suppose this option is selected and executed successfully. In that case, Absence Response will present you with a confirmation box at the top center of the Absence Response application screen.

Below we will see a message confirming that we have successfully generated and sent an unexcused notification to the parent or guardian.

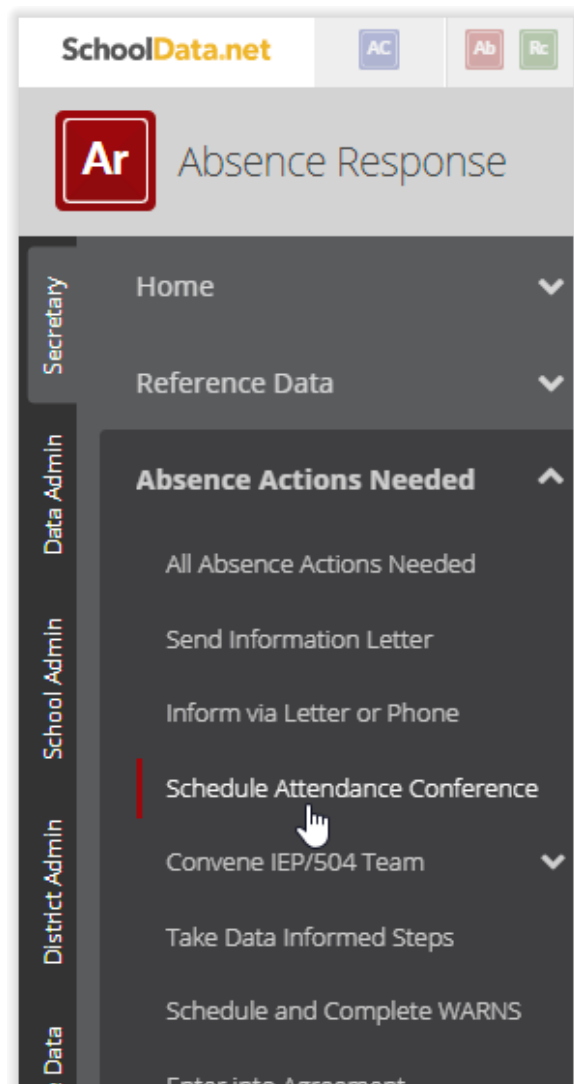


## Schedule Attendance Conference

“Schedule Attendance Conference” can be located in the left-hand navigation menu under “Absence Actions Needed”.

As with the rest of the categories, this navigational link item is only applicable when using the “Secretary” user role.

Using this section will schedule a conference with the parent of an elementary student and the child to identify barriers to attendance. They will also help in locating or using supports and resources available to assist the family. If the student has an individualized education program (IEP) or 504 plan, the IEP or 504 must convene. A conference or IEP/504 team meeting is not required; prior notice has been given, or a doctor’s note has been provided, and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.



## Row Actions and Options

To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please remember that you must have numerous students selected to see the multiple options on multiple students. Only when you have chosen, students will be an icon that enables you to do bulk actions appear.

In the image below, under “Schedule and Record Attendance Conference”, we can see the location of Row Actions & Options.

## Schedule & Record Attendance Conference

The screenshot shows the SchoolData.net Absence Response interface. The top navigation bar includes the SchoolData.net logo, the user's name (joe.tansy joe.tansy\*), and the role (District Administrator). The main content area is titled "SECRETARY Schedule Attendance Conference" and shows a table of student absences. The table has columns for Student, Attendance Condition, Required Action, and Action Status. A dropdown menu is open on the right side of the table, showing the "Row Actions & Options" menu with three options: "Schedule & Record Attendance Conference", "Complete Attendance Conference", and "Suppress Attendance Conference".

| Student             | Attendance Condition                            | Required Action              | Action Status   |
|---------------------|---|------------------------------|-----------------|
| Hee Jung Bozhanova* | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |
| Raylee Barnick*     | 3 unexcused absences within any month           | Unexcused Absence Conference | Action Required |
| Trent Elmer*        | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |
| Oliver Swan*        | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |
| Minh Omta*          | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |
| Abner Lear*         | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |
| Klaine Tamez*       | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |
| Malcolm Laccinole*  | 10 cumulative excused absences in a school year | Excused Absence Conference   | Action Required |

Under the “Row Actions and Options,” we have three different actions that we can complete. “Schedule and Record Attendance Conference” will allow you to complete two actions with one click.

Once selected, a modal will appear, asking all relevant data to be entered. Below we can see a picture of this modal any inputs that are requested for it.

**Absence Response Secretary Record Conference** ✓ Validate ✕

**Record Conference**

Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.

Responsible Educator (required) ..... [Select](#)

Conference Date (required)

Conference Time (required)

Conference Location (optional)

Schedule Notes (optional)

Schedule Instructions (provided by the district) (optional)

Supplemental Attendees (optional) ..... [Select](#)

Items with blue hyperlinks indicate that they are clickable. Instead of having to enter in the text, we can select from a list of precompiled sources.

Below we can see highlighted by a red rectangle the select buttons that are clickable.

Responsible Educator (required) ..... [Select](#)

Supplemental Attendees (optional) ..... [Select](#)

Clicking on one of these will bring up a range of options from a precompiled list. For example, if we click on select next to “Responsible Educated,” we will see that a list of educators pops up in an additional modal. Below we can see an example of this modal. To select an educator, simply check the box to the left. Multiple educators can be chosen.

Responsible Educator

Check one or multiple boxes to select educator

Responsible Educator (719 records)

|                                     | Name              | School                         | School Year |
|-------------------------------------|-------------------|--------------------------------|-------------|
| <input checked="" type="checkbox"/> | Abeyta, Meagan    | Apple Valley Elementary        | 19/20       |
| <input checked="" type="checkbox"/> | Adams, Melody     | West Valley Spec Ed Preschool  | 11/12       |
| <input checked="" type="checkbox"/> | Albrecht, Debra   | West Valley Hs Freshman Campus | 13/14       |
| <input checked="" type="checkbox"/> | Allan, Robert     | West Valley Hs Freshman Campus | 16/17       |
| <input checked="" type="checkbox"/> | Allen, Jennifer   | Children's Village             | 13/14       |
| <input checked="" type="checkbox"/> | Altshuler, Deana  | Wide Hollow Elementary         | 13/14       |
| <input checked="" type="checkbox"/> | Altshuler, Robert | West Valley High School        | 21/22       |
| <input checked="" type="checkbox"/> | Bailey, Ashley    | Ahtanum Elementary             | 21/22       |
| <input checked="" type="checkbox"/> | Banahene, Madelyn | West Valley Jr High            | 11/12       |
| <input checked="" type="checkbox"/> | Barduhn, Laura    | West Valley Jr High            | 21/22       |
| <input checked="" type="checkbox"/> | Barker, Karen     | Apple Valley Elementary        | 13/14       |
| <input checked="" type="checkbox"/> | Barnett, Pauline  | Mountainview Elementary        | 09/10       |

1 - 50 of 719

Page 1 of 15

50 per page

Clicking on the conference date, specifically, the calendar inside the text box will bring up a calendar that you can easily use to select the date you would like to pick for the conference.

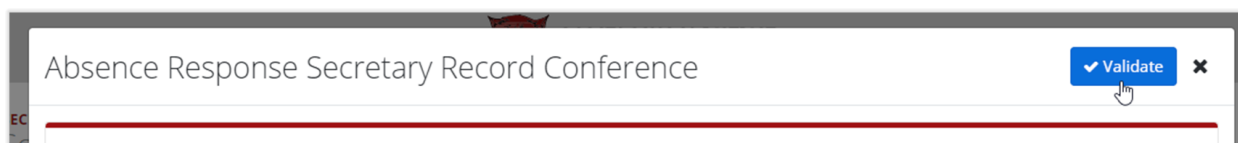
The screenshot shows a form titled "Conference Date (required)". It features a text input field with a calendar icon on the right. A calendar pop-up is displayed, showing the month of August 2021. The calendar has a grid of days from Sunday to Saturday. The date 16 is highlighted in blue. At the bottom of the calendar, there are three buttons: "Today" (blue), "Clear" (red), and "Close" (green).

In the same way that we can set the Conference date, we can also place the conference times. Simply click on the clock button inside the text field, and you will see a timeslot pop-up appear. Selecting the time you would like then selecting the word "ok", once this is done, you will put the time you have inserted into the text field for a conference time.

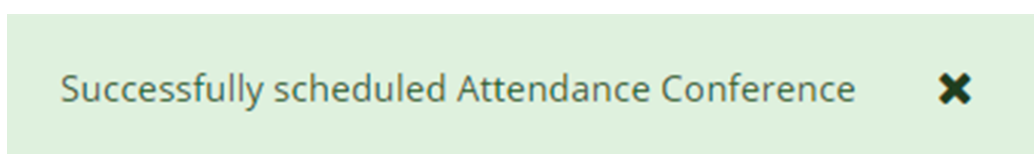
The screenshot shows a form titled "Conference Time (required)". It features a text input field with a clock icon on the right. A time selection pop-up is displayed, showing a digital clock interface. The time 01:56 PM is shown, with "OK" in blue. Below the pop-up, there is a text input field labeled "Schedule Notes (optional)".

Note that all of the options that we have discussed have been required fields for selling so far. Scheduled notes, as well as scheduled instructions, are optional, along with supplemental attendees.

That says “Validate”. Once this is done, our conference will be scheduled.

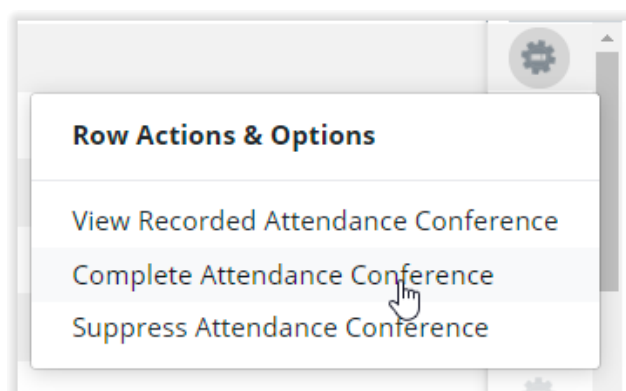


If this is all done successfully, Absence Response will present a green success box at the top middle of the screen. Said box would look like the picture shown below.




### Complete Attendance Conference


“Complete Attendance Conference” will do the same thing as the suppress option in the former sections. Essentially, it will mark the attendance conference asset or the issue resolved. It will eliminate the need to schedule an attendance conference. It will also remove the student from the “Absence Response secretary schedule attendance conference” data table. It is essential only to use this option if the attendance conference has already been resolved.



Using this option without having the attendant conference scheduled or already have happened will result in noncompliance with the state’s legal requirements. As a result, the parents or guardians of the student will not be notified of the absence of the need for the conference.

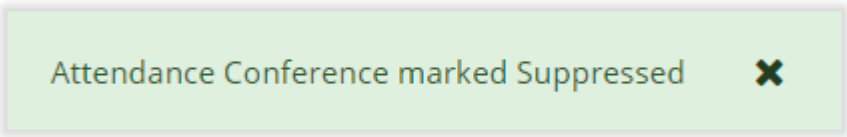
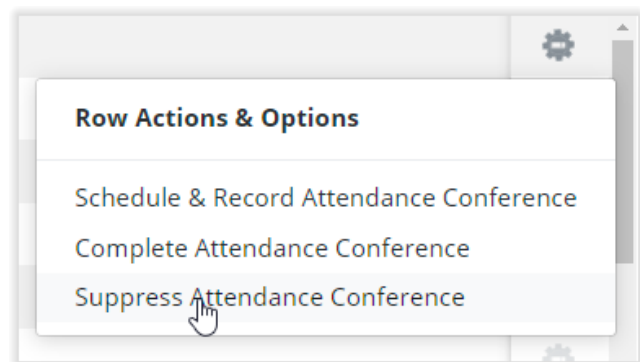
If the attending conferences have already taken place or been scheduled, the right thing to do would be to select this option. Once you have chosen this option, you will see a green success box at the top middle of the Absence Response application notifying me that you have successfully completed the attendance conference and that you will suppress notifications in the future to have one set. The green box that will appear in the top middle of the page will look like the following;




Attendance Conference marked Completed 

### Suppress Attendance Conference

Suppose, for any reason. You need to suppress the fact that a student requires an absence conference, for example, expulsion or severe health conditions (i.e., a terminal illness). In that case, you can select the “Suppress Attendance Conference” option from “Row Actions and Options”.



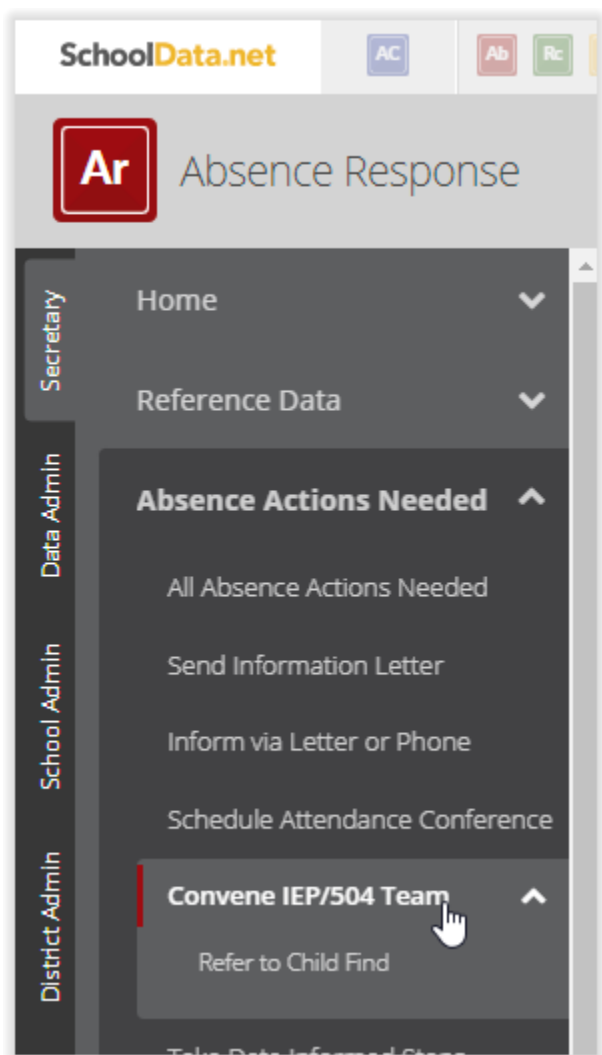
Attendance Conference marked Suppressed 

## Convene IEP/504 Team

You can locate the “Convene IEP/504 Team” option under “Absence Action Needed”. We will edit or update student statuses using the “Row Actions and Options” and the previous sections.

Using this option is different from using the “Schedule the Attendance Conference” option because this option will also include the IEP/504 codes along the line in the conference.

Using this option will allow you to schedule a conference with the parent or guardian of an elementary student and the child to identify issues in attendance. Additionally, it will require that you review the support and resources available to assist the family. If the student has an individualized education program (IEP) or 504 plan, the IEP or 504 must convene. A conference or IEP/504 meeting is not required if prior notice is given for a doctor's note has been provided, and an academic plan has been put in place. This step for holding a conference for excused absences is only required for elementary school students.



## Row Actions and Options

To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions appear.

In the image below under “Convene IEP/504 Team”, we can see the location of Row Actions & Options.

## Schedule and Record Conference with IEP/504

Selecting this option inside of the “Row Actions and Options” pop-up menu will bring you to a page that will allow you to record a date for a conference.

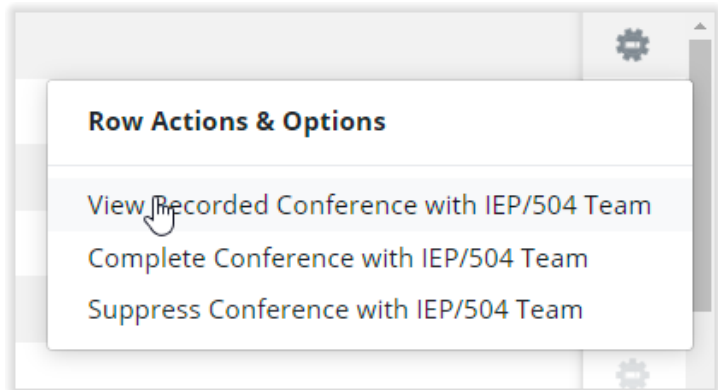
The screenshot displays the 'Absence Response' interface for the 'OCOSTA SCHOOL DISTRICT'. The page title is 'SECRETARY Convene IEP/504 Team'. Below the title, it says 'Students at West Valley K-8 Summer School'. The main table is titled 'Absence Response Secretary Schedule Attendance Conference w/504 or IEP Team (13 records)'. The table has four columns: Student, Attendance Condition, Required Action, and Action Status. A 'Row Actions & Options' menu is open, showing options: 'Schedule & Record Conference with IEP/504 Team', 'Complete Conference with IEP/504 Team', and 'Suppress Conference with IEP/504 Team'.

| Student                 | Attendance Condition                    | Required Action      | Action Status   |
|-------------------------|---|----------------------|-----------------|
| Mirsada Dawson*         | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Justyn Dreisbach*       | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Petr Lemke*             | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Michael *               | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Safa Mesta*             | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Samual *                | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Cristal Arredondo Ma... | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Davie *                 | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Dallin Cisneros-Mejia*  | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |
| Kyong *                 | Between 2 and 5 unexcused cumulative... | Convene IEP/504 Team | Action Required |

## View Recorded Conference with IEP/504 Team

With the “View Recorded Conference with IEP/504 Team” option, we can see and edit scheduled conferences that are set to take place with the IEP or 504 teams.

Below we can see a picture of the modal that will appear when selecting this Row Option.



Absence Response Secretary Record Conference ✓ Save ✕

### Record Conference

Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.

Responsible Educator (required) ..... [Select](#)

Conference Date (required)

Conference Time (required)

Conference Location (optional)

Schedule Notes (optional)

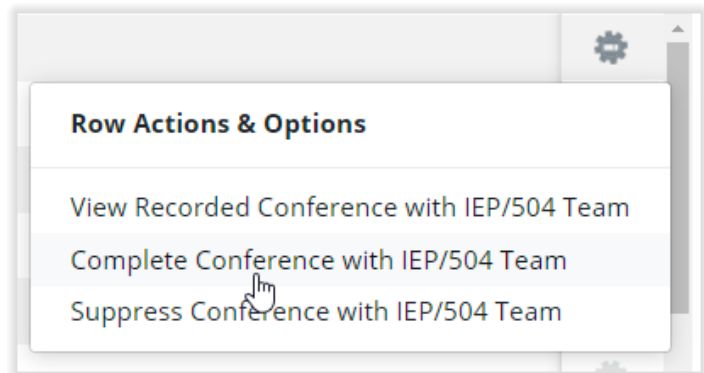
Schedule Instructions (provided by the district) (optional)

Supplemental Attendees (optional) ..... [Select](#)

## Complete Conference with IEP/504 Team

Suppose a conference has already been held, or the necessity has been mitigated. In that case, we can mark the conference as complete with this option.

Below we see an example of the success message that confirms that you have marked the conference is completed.

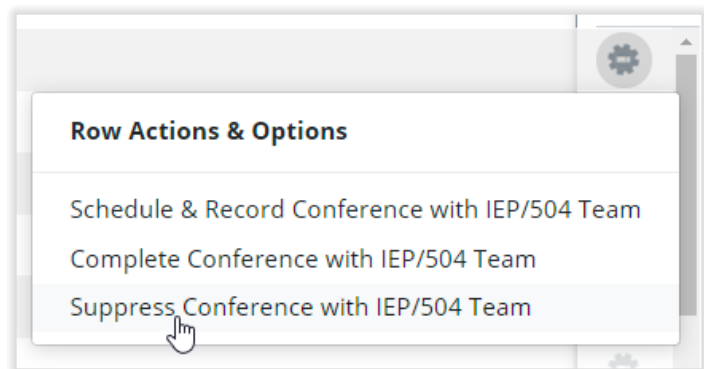


Conference with IEP/504 Team Completed



## Suppress Conference with IEP/504 Team

Just like in previous sections, we can also suppress a conference. You should only do this in particular circumstances. As the law mandates, these conferences suppressing notifications about them can cause adverse and sometimes contradictory to the law reactions. It is highly advised that you do not suppress conferences except for students who have been expelled or in terminal cases of severe illness or if the student no longer attends that school, such as a student who is moved.



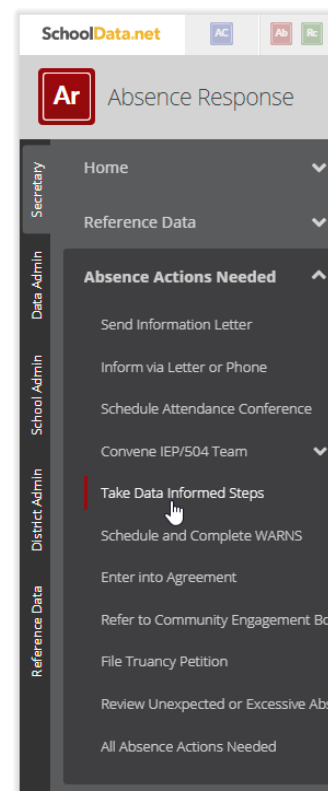
You do suppress a conference on the confirmation of this will be shown on the top center of the Absence Response screen.

Conference with IEP/504 Team Suppressed



## Take Data Informed Steps

Take Data Informed Steps can be located in the Absence Response application under the main section “Absence Actions Needed”. We can see at specific locations depicted to the right.



### Row Actions and Options

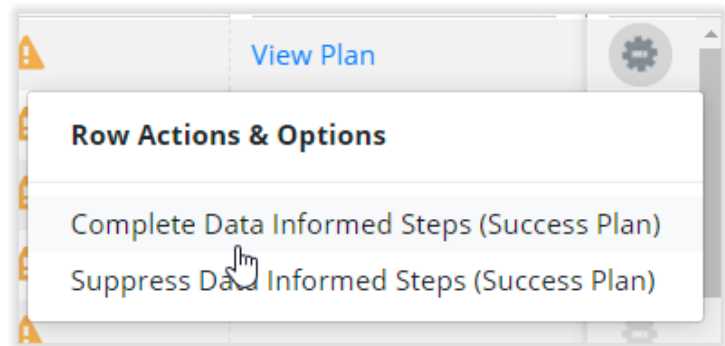
To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student’s name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

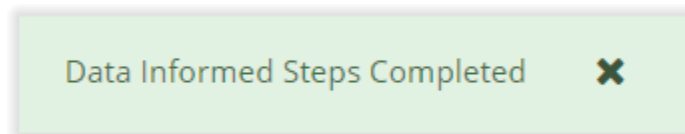
In the image below, under “Complete Data Informed Steps (Success Plan)”, we can see the location of Row Actions & Options.

## Complete Data Informed Steps (Success Plan)

If you have successfully completed data-informed steps, then selecting this option is the next step in the process. This will mark this part of the process as complete. This is important not only for the sake of being thorough but also if, for example, the court becomes involved. Having a verifiable historical record of what happened and when is invaluable in times like that.

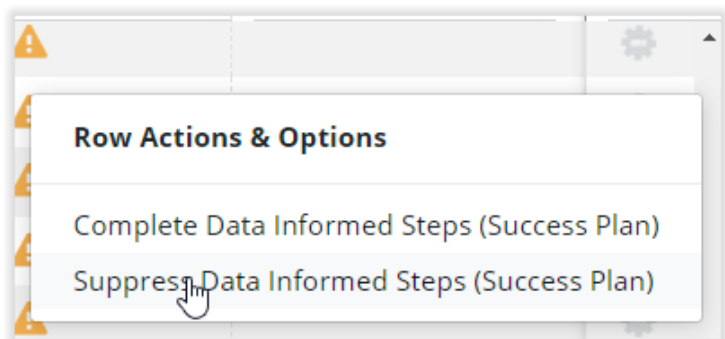


Suppose you mark it as completed after completing the Data Informed Steps. In that case, you will see the following confirmation at the top center of the Absence Response application.

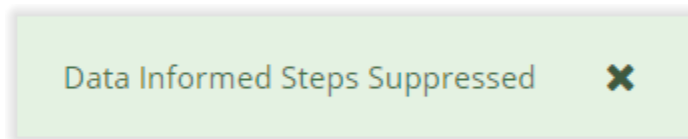


## Suppressing Data Informed Steps (Success Plan)

As explained in previous sections, it is highly suggested that the same do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences, parental or guardian contacts will not be warranted. Primarily this is the purpose of the suppress action.



When Data Informed Steps are suppressed, you are notified by a message at the top center of the Absence Response application. You can see an example of this message listed below.

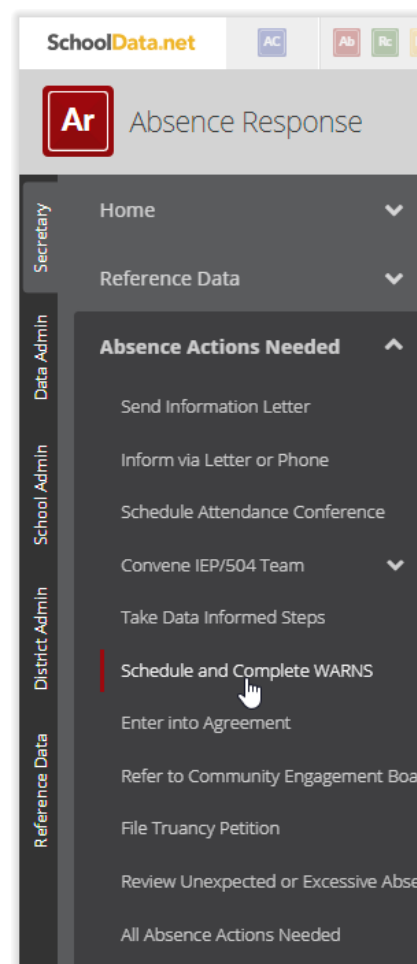


## Schedule and Complete WARNS

The Washington Assessment of the Risks and Needs of Students (WARNS) self-reporting measure for 13 to 18-year-old youth is designed to allow schools, courts, and youth service providers to assess individual risks and needs that may lead to truancy/or school failure and target interventions accordingly.

Memorizing the 78 page manual for WARNS can be a daunting task. However, with Absence Response, it's not necessary. Absence Response analyzes the conditions of all students and then simplifies that output if or when a WARNS is required.

This section will review the “Schedule and Complete WARNS Assessment” navigational link item located in Absence Response’s left-hand navigation menu. To the right, we can see where this section is located.



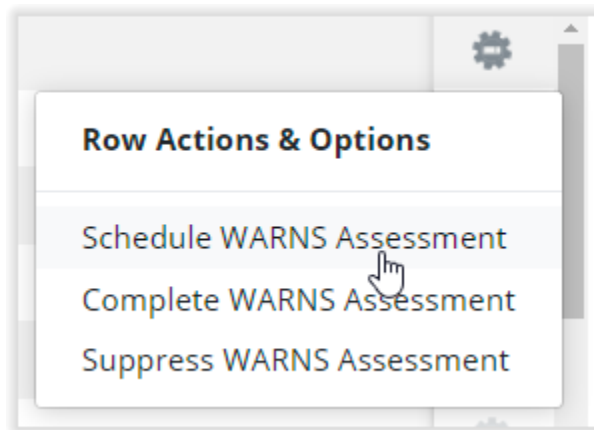
## Row Actions and Options

To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student’s name. Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions appear. In the image below, under “Schedule and Complete WARNS Assessment”, we can see the location of Row Actions & Options.

## Schedule WARNS Assessment

To schedule a WARNS Assessment, we will start by clicking on the “Row Actions and Options” located on the far right of the Absence Response interface in the data table. We can see this in action to the right.

Once this is done, we will see the option “Schedule WARNS Assessment”. Clicking on that will bring up a modal, as seen below.



Once the modal appears, we will need to select a minimum of two options to complete this action successfully. The first is a “Responsible Educator”. This will be the teacher or staff member that will conduct the assessment.

Absence Response Secretary Schedule WARNS Assessment
Validate

Schedule WARNS Assessment
Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment.

Responsible Educator (required) .....Select
Scheduled Date (required)

Record Assessment Results
Description

Aggression-Defiance: (optional)
Depression-Anxiety: (optional)
Substance Abuse: (optional)
Peer Deviance: (optional)
Family Environment: (optional)
School Engagement: (optional)
Total Risk Score: (optional)
Student has completed WARNS Assessment: (optional)

Clicking the blue “Select” hyperlink that you see below will bring up a list of precompiled staff qualified to do this assessment. Simply select the staff member’s name whom you would like to elect to be responsible for this assessment.

Responsible Educator (required) ..... [Select](#)

Responsible Educator ✓ Add Responsible Educator ✕


Responsible Educator (719 records) ⚙

|                                     | Name              | School                         | School Year |
|-------------------------------------|-------------------|--------------------------------|-------------|
| <input type="checkbox"/>            | Abeyta, Meagan    | Apple Valley Elementary        | 19/20       |
| <input checked="" type="checkbox"/> | Adams, Melody     | West Valley Spec Ed Preschool  | 11/12       |
| <input type="checkbox"/>            | Albrecht, Debra   | West Valley Hs Freshman Campus | 13/14       |
| <input type="checkbox"/>            | Allan, Robert     | West Valley Hs Freshman Campus | 16/17       |
| <input type="checkbox"/>            | Allen, Jennifer   | Children's Village             | 13/14       |
| <input type="checkbox"/>            | Altshuler, Deana  | Wide Hollow Elementary         | 13/14       |
| <input type="checkbox"/>            | Altshuler, Robert | West Valley High School        | 21/22       |
| <input type="checkbox"/>            | Bailey, Ashley    | Ahtanum Elementary             | 21/22       |
| <input type="checkbox"/>            | Banahene, Madelyn | West Valley Jr High            | 11/12       |
| <input type="checkbox"/>            | Barduhn, Laura    | West Valley Jr High            | 21/22       |
| <input type="checkbox"/>            | Barker, Karen     | Apple Valley Elementary        | 13/14       |
| <input type="checkbox"/>            | Barnett, Pauline  | Mountainview Elementary        | 09/10       |

1 - 50 of 719 ⏪ ⏩ Page 1 of 15 ⏴ ⏵ 50 per page ⏴ ⏵

Once we have selected our “Responsible Educator”, click the blue confirmation box at the top right of the modal. Next, we will need to move on to the date. Clicking on the icon inside of the text field will bring up a calendar.

Scheduled Date (required)



Once the calendar has been open, you can select a date for the assessment. To change the month, click the right or the left arrow keys to the left and right of the month. Once the month has been selected, click on the date in the pop-up window will disappear, and you will enter the date into the text field. As stated before, the only requirements to schedule a WARNS assessment are the scheduled date and the name of the responsible educator.

Scheduled Date (required)

August 2021

|    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 31 | 01  | 02  | 03  | 04  | 05  | 06  | 07  |
| 32 | 08  | 09  | 10  | 11  | 12  | 13  | 14  |
| 33 | 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 34 | 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 35 | 29  | 30  | 31  | 01  | 02  | 03  | 04  |
| 36 | 05  | 06  | 07  | 08  | 09  | 10  | 11  |

Today Clear Close

At this point, if you wish, you could forgo the rest of the information inside of the modal. However, suppose the record assessment results are accessible. In that case, it's recommended that they be input into the text fields below the scheduled date and responsible educator.

Once all the necessary information has been added, you can click the “validate” button at the top right in blue.

Absence Response Secretary Schedule WARNS Assessment

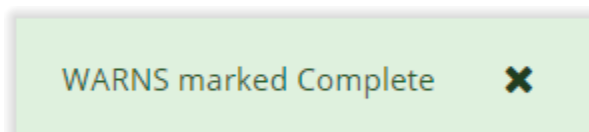
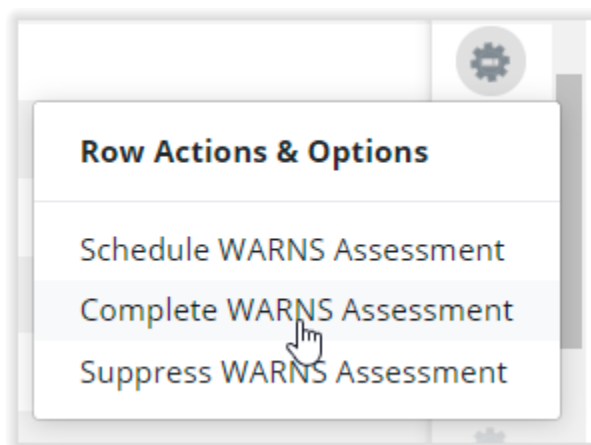
Validate X

Suppose everything has been done correctly once you click the “validate” button. In that case, Absence Response will present you with a message telling you that the WARNS assessment has been successfully scheduled. This message box will appear at the top center of the Absence Response application screen.

## Complete WARNS Assessment

If you have just completed a WARNS assessment, you can mark it complete as depicted in the picture to the right. Simply click on the Row Actions and Options menu and select “Complete WARNS Assessment”.

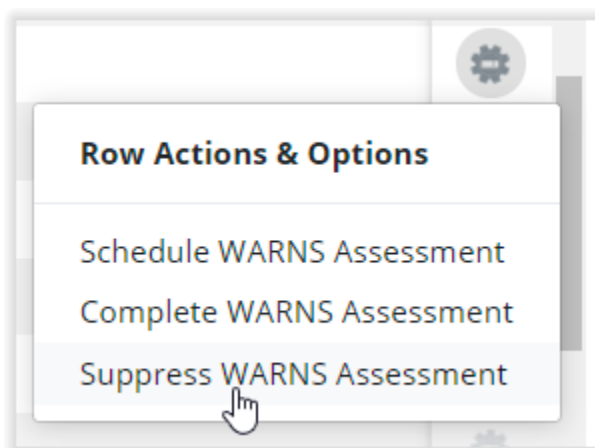
After marking the warnings assessment complete, you will present a completion box at the top center of the Absence Response application screen.




## Suppress WARNS Assessment

To suppress a request or action needed for a WARNS assessment, use the row actions and options pop-up menu as described earlier.

It is highly suggested that you do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences, where parental or guardian contacts would typically be warranted.



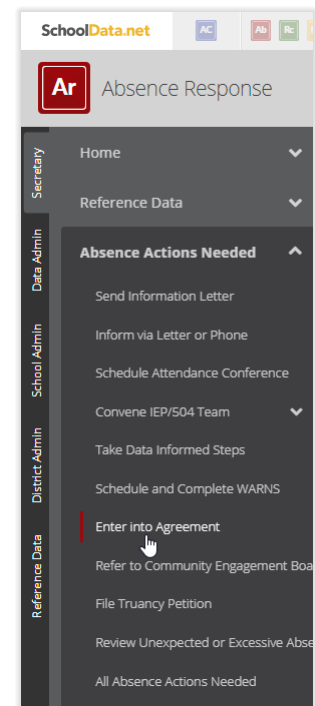
If the need does arise to suppress a WARNS assessment, use the Row Actions and Options menu as shown above. Absence Response will respond to completing the suppression of a WARNS assessment with a confirmation dialog that will appear in the top center of the Absence Response application page. You can find an example of this below.

WARNS marked Suppressed 

## Enter into Agreement

You can locate the entering into an agreement section in the left-hand navigation menu under “Absence Actions Needed”. In the picture to the right, it is highlighted by the mouse cursor.

Just like many of the other sections in the “Absence Actions Needed” category, you will find the data table located here.



## Attendance Contract Plan Column

The “Attendance Contract Plan” column seen in the picture below is highlighted inside the red box. The large red box shows the location of the Attendance Contract

SchoolData.net

Ar Absence Response

OCOSTA SCHOOL DISTRICT  
Home of the Wildcats

SECRETARY  
Enter into Agreement  
Students at West Valley High School

Absence Response Secretary Enter Into Agreement (83 records) Filtered

| Student                | Attendance Condition                           | Required Action      | Action Status   | Attendance Contract Plan  |
|------------------------|--|----------------------|-----------------|---------------------------|
| Mylene Wauzynski*      | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Gustavo Siew*          | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Adan Velardez*         | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Ashwin Coleman Sing... | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Halee Busby*           | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Annalyssa Rocheleau*   | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Trace Aragon*          | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Joanie Castellon*      | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Lewis Tudesque*        | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |
| Mai David Wraane*      | Not later than 7 unexcused absences in a month | Attendance Agreement | Action Required | <a href="#">View Plan</a> |

Plan. The smaller box underneath it shows the blue hyperlink that you can click to see the details of this plan inside of the application “Interventions”. Once the blue hyperlink is clicked, you will be brought to the interventions page as stated above. Below we can see what the page layout looks like.

The screenshot shows the SchoolData.net web application interface. The top navigation bar includes the SchoolData.net logo, a user profile for Joe Tansy, and a date. The left sidebar contains a menu with 'Interventions' selected. The main content area is titled 'Intervention Plan Details' and contains several sections:

- Parties:** Includes fields for 'Student (required)' (Gustavo Siew\*), 'Responsible Educator (required)' (Jeremy Denend\*), and 'Supplemental Educators (optional)'. There is also a checkbox for 'Notify Responsible Educator on Enrollment Change'.
- Intervention/Support Type:** Includes a dropdown for 'Targeted Condition (required)' (Absence Response Recommended Attendance Contract) and a dropdown for 'Intervention/Support (required)' (Select a Targeted Condition).
- Start/End Date:** Includes fields for 'Start Date (required)' (Aug 13, 2021) and 'End Date (required)' (Jun 11, 2021). There is also a section for 'Detailed Schedule Information (optional)'.

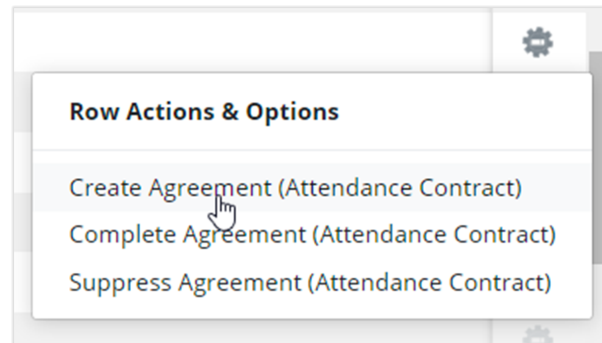
## Row Actions and Options

To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.



Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions appear. In the image below, under “Enter Into Agreement”, we can see the location of Row Actions & Options.

## Create Agreement (Attendance Contract)

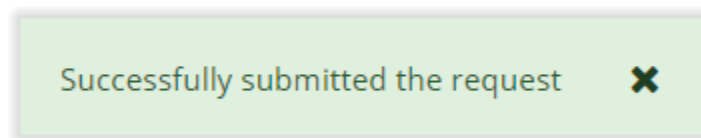
To create an agreement, use the row actions and options pop-up menu on the right side of the datasheet. You can see this action is completed in the picture to the right.





We can see the following fictitious student does not have an Attendance Contract Plan. To create one, we simply click on the Create Agreement in Row Actions and Options.

|              |  |                      |   |  |   |
|--------------|--|----------------------|---|--|---|
| Halee Busby* | Not later than 7 unexcused absences in a month | Attendance Agreement |  |  |  |
|--------------|--|----------------------|---|--|---|

To generate one, we will click on Create Agreement as depicted in the picture in the first part of the section. Once we do this, we will get a confirmation message at the top center of the Absence Response interface.



|              |  |                      |   |                           |   |
|--------------|--|----------------------|---|---------------------------|---|
| Halee Busby* | Not later than 7 unexcused absences in a month | Attendance Agreement |  | <a href="#">View Plan</a> |  |
|--------------|--|----------------------|---|---------------------------|---|

As you can see, now we have generated the blue hyperlink that says "View Plan". Click on this link, Absence. E Response will bring you to a page in the Interventions application, precisely Intervention Plan Details. From here, we can modify any data that needs modification or just any other relevant parameters of the Intervention Plan or Attendance Contract Plan.

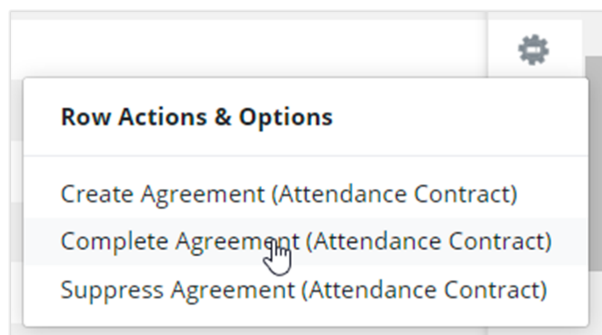
The screenshot shows the 'Intervention Plan Details' form in the SchoolData.net Interventions module. The form is titled '\*\*\*\*\*' and has tabs for 'Details' and 'Attendance Contract'. The 'Details' tab is active. The form includes sections for:

- Parties:** Student (required) - Hallee Busby\*, Responsible Educator (required) - joe.tansy joe.tansy\*, and Supplemental Educators (optional).
- Intervention/Support Type:** Targeted Condition (required) - Absence Response Recommended Attendance Contract, and Intervention/Support (required) - Select a Targeted Condition.
- Start/End Date:** Start Date (required) - Aug 17, 2021, and End Date (required) - Jun 11, 2021.

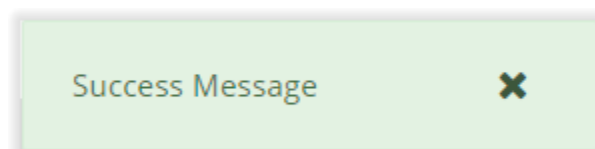
The form also includes a 'Detailed Schedule Information' section and a 'Notify Responsible Educator on Enrollment Change' checkbox.

### Complete Agreement (Attendance Contract)

To complete an agreement, simply click on the Row Actions and Options gear icon on the far right of the datasheet. Once the pop-up menu appears, click on Complete Agreement (Attendance Contract).

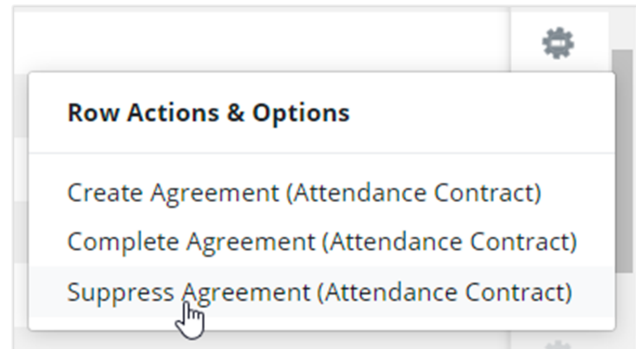


If this is executed successfully, you will receive a confirmation message in the top center of the Absence Response application.



### Suppress Agreement (Attendance Contract)

To suppress an Attendance Contract Plan, you will use the Row Actions and Options pop-up menu. It is highly suggested that you do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences, where parental or guardian contact would typically be warranted.

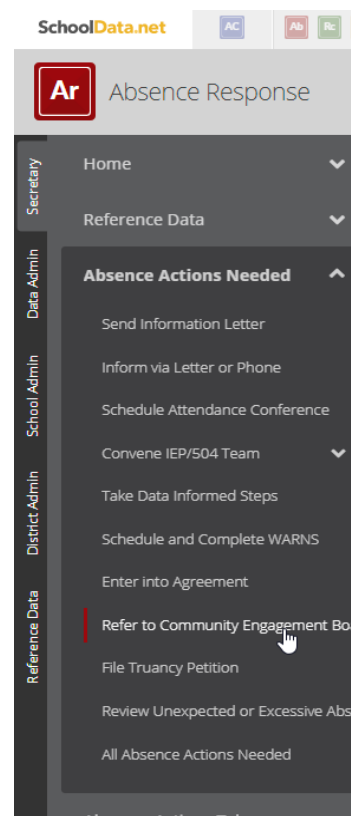


If the need does arise to suppress an Attendance Contract Plan, in Enter into Agreement, use the Row Actions and Options menu as shown above. Absence Response will respond to completing the suppression of in Attendance Contract Plan with a confirmation dialog in the top center of the Absence Response application page.

## Refer to Community Engagement Board

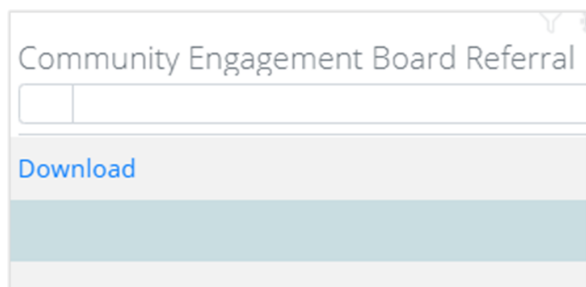
Refer to Community Engagement Board is located in the left-hand navigation menu under “Absence Actions Needed”. We can see its specific location in the picture to the right. This section contains the columns in its data table “Attendance Condition”, “Required Action”, “Action Status”, “Community Engagement Board Referral”.

A column not present in any other sections we have covered is “Community Engagement Board Referral “. As such, this will be covered later on in the section below. All of the other specified columns have already been covered in previous sections.



### Community Engagement Board Referral Column

This column is specific to “Refer to Community Engagement Board”. It allows you to download via the blue hyperlink that says “Download”, the referral if one was made. If one were in fact, created, it would have the hyperlink. If one has not yet been created, it will not. Below, we will look at a fictitious sample letter and the result of the downloaded referral.



The following is the first page of the Refer to Community Engagement Board Report. As you can see on this first page, the number of unexcused absences cited and the laws that affect the governing of the amount of excused and unexcused absences.



**OCOSTA SCHOOL DISTRICT**  
*Home of the Wildcats*

Date: 08/09/2021

Dear Parent/Guardian of Toa Jennings:

This letter is to notify you that Toa now has 22.29 unexcused absences. Please review the attendance detail for that is at the end of this letter. It is the philosophy of the West Valley School District that attendance is essential for students to receive the full benefit of their education. Chronic absence (missing 18 or more days in a school year) drastically reduces a student's chance of receiving such benefits.

In an effort to support early intervention for students, RCW 28A.225.020 requires districts to take data-informed steps to eliminate or reduce student absences. At 2 unexcused absences in a month West Valley School District uses this letter to ensure parents know their child is accumulating unexcused absences and to schedule a conference with you and your student to identify the barriers and supports available to ensure regular school attendance. The State's compulsory attendance law, RCW 28A.225.010, mandates that children who are enrolled at school or whose ages are between 8 and 18 must attend public, private, or home school unless otherwise excused by the district. **To ensure that West Valley School District is complying with this law, we are asking you to please contact us immediately to arrange for a conference so an attendance contract may be developed.** Hopefully, we can end this pattern of truancy and develop a solution to the problem.

Should your student accumulate 5 unexcused absences in a month, or 10 unexcused absences during the school year, the school district will refer the student and parents to our Community Truancy Board. If attendance is not improved a petition will be filed with the King County Juvenile Court.

Thank you for your prompt attention to this very important matter.

Sincerely,

Principal  
West Valley High School  
(509)972-5900

We will also take a quick look at the 2nd page of this report. It is also the student name, ID, the school they attend, date of birth, and lengthy attendance history. The report that we are currently examining of the fictitious student is eight pages in length. That said, we will not be examining every page, but the first two pages will give us a good idea of the level of detail in the report.

## Chronic Absence Student Detail Report

Student: **Toa Ryan Jennings**ID: **0355898**DOB: **December 31, 2003**School: **West Valley High School**

### Notification Reasons

What has triggered this notification

### Attendance History 2020/21

Regular attendance is important for success in learning.

| Date       | 1st Period | 2nd Period | 3rd Period | 4th Period | 5th Period | 6th Period | 7th Period |
|------------|------------|------------|------------|------------|------------|------------|------------|
| 2020-09-11 |            | E          | E          |            |            |            |            |
| 2020-09-14 |            |            |            | E          | E          |            |            |
| 2020-09-16 |            |            |            | E          |            |            |            |
| 2020-09-17 |            |            |            | E          |            |            |            |
| 2020-09-18 | E          | E          | E          |            |            |            |            |
| 2020-09-23 |            |            |            | E          |            |            |            |
| 2020-09-24 |            |            |            | E          | E          |            |            |
| 2020-09-25 | E          |            |            |            |            |            |            |
| 2020-09-29 | E          | E          | E          |            |            |            |            |
| 2020-09-30 | E          | E          | E          | E          |            |            |            |
| 2020-10-01 |            |            |            |            |            |            | E          |
| 2020-10-02 |            |            |            |            |            |            | E          |
| 2020-10-05 |            |            |            | E          | E          |            | E          |
| 2020-10-07 | E          | E          | E          | E          | E          |            | E          |
| 2020-10-08 |            |            |            |            |            |            | E          |
| 2020-10-09 |            |            |            |            |            |            | E          |
| 2020-10-12 |            |            |            |            |            |            | E          |
| 2020-10-13 | E          | E          | E          | E          |            |            |            |
| 2020-10-14 | E          | E          | E          | E          | E          |            | E          |
| 2020-10-15 | E          |            |            |            |            |            | E          |
| 2020-10-16 |            |            |            |            |            |            | E          |

## Row Actions and Options

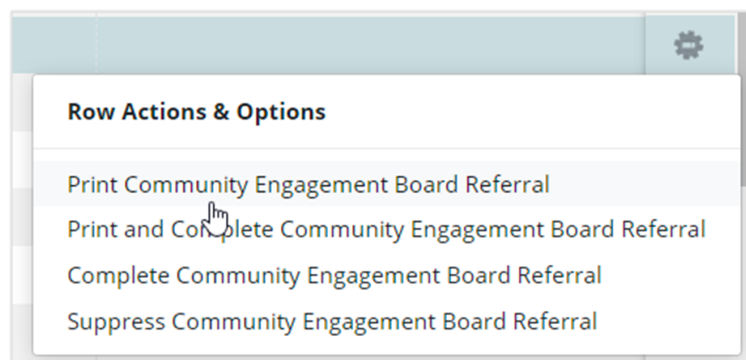
To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.


In the image below, under "Refer to Community Engagement Board", we can see the location of Row Actions & Options.

## Print Community Engagement Board Referral

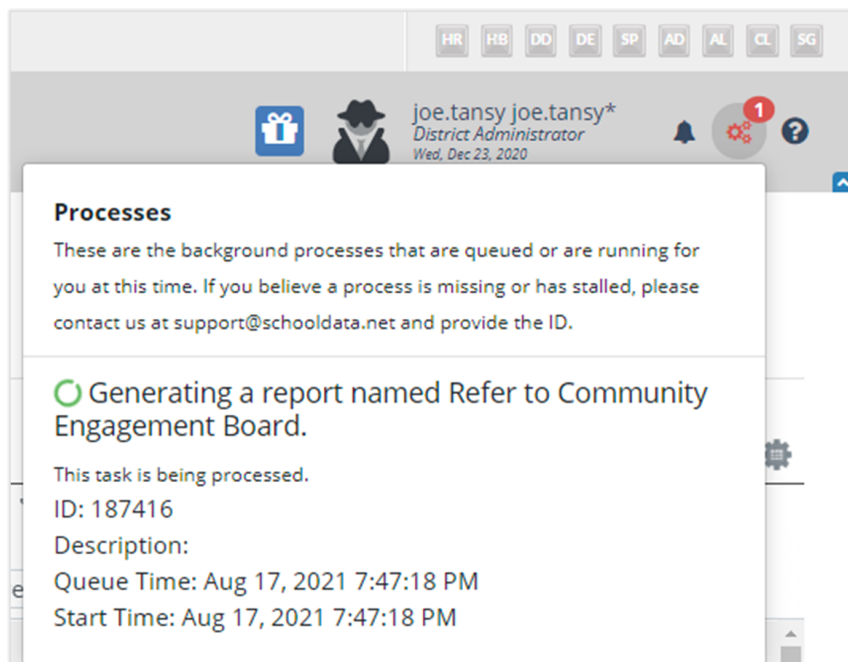
Clicking on this option will generate a report that will be downloadable, and in turn, printable. Once we have selected it, we will receive a notification in the top center of the Absence Response application screen.



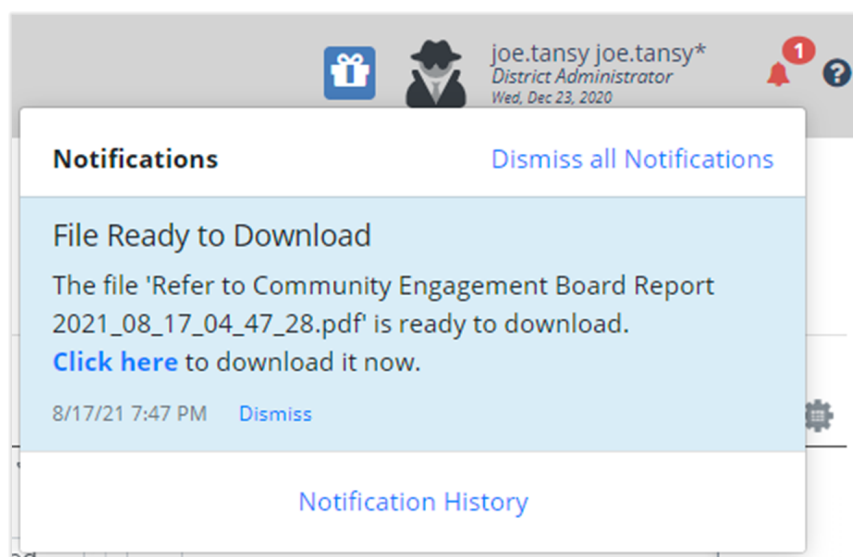
After clicking on "Print Community Engagement Board Referral", we are given the message that is displayed below.

You will receive an email when your report is ready 

In addition to the above message, you will also get a status update on the generation of your report. Essential details such as its ID number, description, and queue time will all be provided. The notification that should you encounter a problem, you should send the details to [support@schooldata.net](mailto:support@schooldata.net).

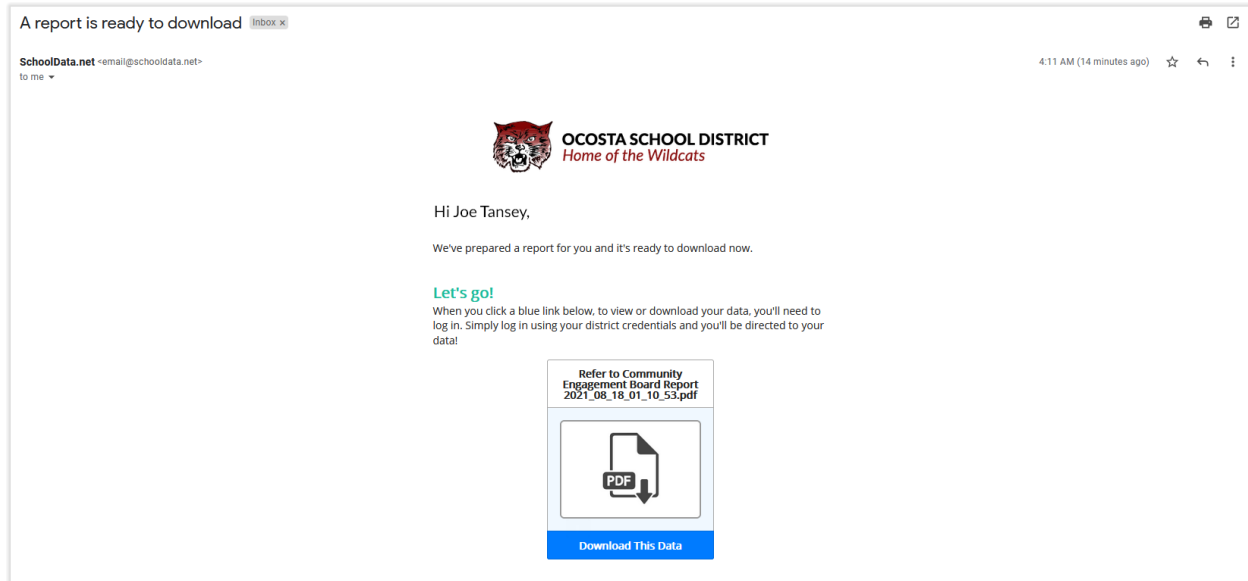


Once your report has been generated, Absence Response will also notify you. In this notification, you will have a hyperlink that reads “click here”. To download your report, simply click on the hyperlink.



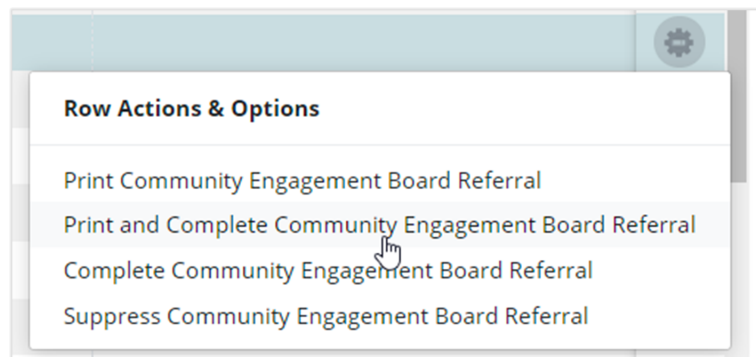
Once you have initiated the download process, you will notice that a new tab opens up. This tab opens mainly to download the report. Its job is to ensure that nothing on your current page is disturbed.

The email address you registered your school data solutions account with will receive a copy of the report. Below we can see a picture of the email sent to you once your report has been successfully generated.




## Print and Complete Community Engagement Board Referral

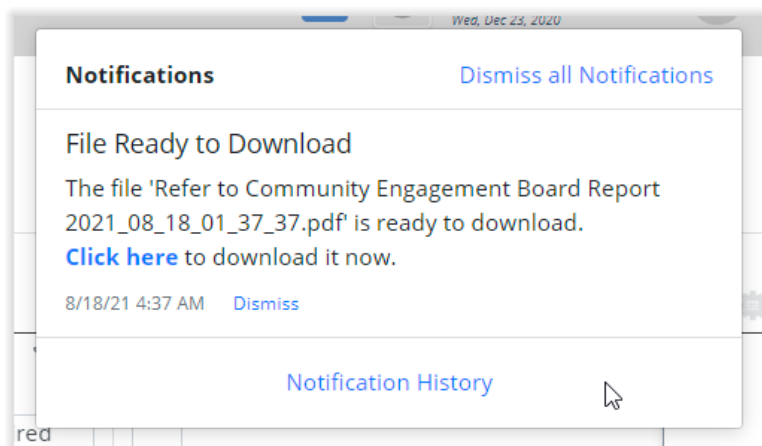
Much like the previous section, this section allows you to generate and download a report. However, with this section, you can add additional information. The Absence Response application will generate the report for you and notify you once that has been completed.



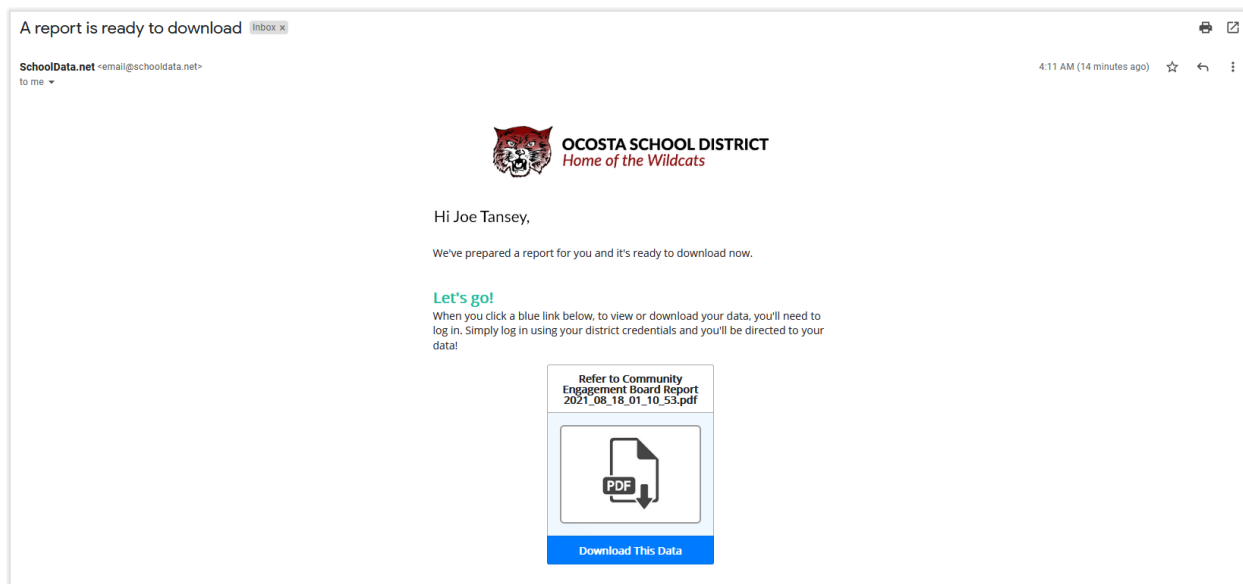
Below, we can see the confirmation notification in the top center of the Absence Response application to let us know that it is working on our report.

You will receive an email when your report is ready 

Once the report has been successfully generated, we will receive a notification confirming this at the top right of our screen. Below we can see this notification. At this point, we can click the “click here” blue hyperlink in the notification to download the report, or we can navigate to our email and find it there.



As you can see below, this is what the emailed report will look like. You can easily download the report by clicking the blue bar with the “Download This Data” text.

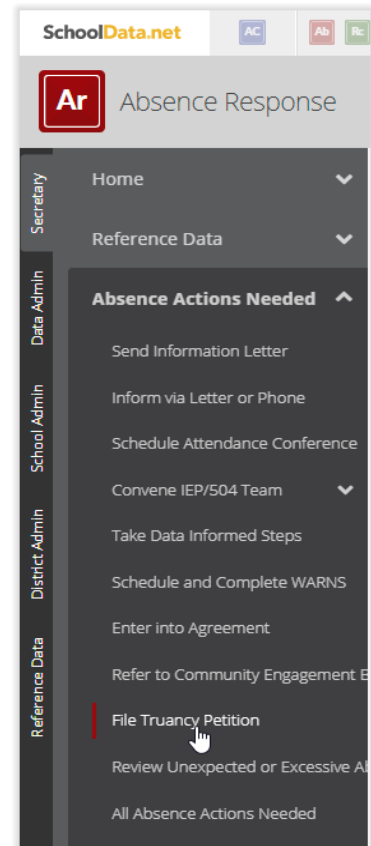


## File Truancy Petition

The Final Truancy Petition is located in the left-hand navigation menu under “Absence Actions Needed”. We can see its specific location in the picture to the right. This section contains the following columns in the data table: “Student”, “Attendance Condition”, “Required Action”, “Action Status”, “File and Stay Petition”.

A column that is not present in any other sections that have been covered so far is “File and Stay Petition”. As all the other columns have been covered or explained in previous sections, we will not be covering them at this time.

Below we will be covering what the “File and Stay Petition” column is and what it does.



### File and Stay Petition - Column

Below, we can see in the large red rectangle the “File and Stay Petition” column. Below this, we concede to hyperlinks that are in blue that are labeled “Download”. Clicking on these hyperlinks will download the file and stay petition for that specific student. In our example, we have loaded fictitious students for security reasons.

| Student                | Attendance Condition                             | Required Action        | Action Status | File & Stay Petition     |
|------------------------|--|------------------------|---------------|--------------------------|
| Jt Saldana*            | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             | <a href="#">Download</a> |
| Kendyl Shim*           | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             | <a href="#">Download</a> |
| Lacy Brown-Weiding*    | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             |                          |
| Heath Suthard*         | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             |                          |
| Mylene Wauzynski*      | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             |                          |
| Gustavo Siew*          | Not later than 7 unexcused absences in a month   | File and Stay Petition | ⚠             |                          |
| Adan Velardez*         | Not later than 7 unexcused absences in a month   | File and Stay Petition | ⚠             |                          |
| Ashwin Coleman Sing... | Not later than 7 unexcused absences in a month   | File and Stay Petition | ⚠             |                          |
| Halee Busby*           | Not later than 7 unexcused absences in a month   | File and Stay Petition | ⚠             |                          |
| Annalyssa Rocheleau*   | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             |                          |
| Trace Aragon*          | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             |                          |
| Joanie Castellon*      | Not later than 15 cumulative unexcused absenc... | File and Stay Petition | ⚠             |                          |

Once the download has been completed, if we open it, we can see the layout and that all of the relevant fields have been filled out. Additionally, the correct laws are cited. Absence Response generates this document and ensures that all legal requirements are met in its formation.

We can see this example document laid out below. There are four pages contained therein.

|   |  |
|---|--|
| <b>Superior Court of Washington<br/>County of Dev - Juvenile Court</b>  |  |
| <b>School District, petitioner</b><br>vs. Respondent(s)<br><br>Jayeles Fasano 5/29/2004<br>Student           DOB<br><br>Fasano, Matthew, Hubbard, Kristi<br>Parent(s) | <b>No:</b> _____<br><b>PETITION REGARDING TRUANCY (PTTRU)</b><br><hr/> <input type="checkbox"/> Elementary School <input type="checkbox"/> Intermediate School<br><input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School<br><input type="checkbox"/> High School <input type="checkbox"/> Alternative High School <input checked="" type="checkbox"/> ALE<br><input checked="" type="checkbox"/> Clerk's Action Required |

The petitioner, the West Valley School District, requests that this court assume jurisdiction over the truancy of the  
☐ student ☐ parent(s) and issue an order compelling school attendance and such other relief under RCW 28A.225.090 as the court may order.

Pursuant to RCW 28A.225.030 this petition has been filed upon the student's:

- ☐ Not later than 7 unexcused absences in a month (RCW 28A.225.030)
- ☐ After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year (RCW 28A.225.035)

## I. Identification of the Respondents

1.1 Identification of the student:

|                                     |  |
|-------------------------------------|--|
| Name                                | Jayeles Fasano   |
| Date of Birth                       | 5/29/2004  |
| Sex                                 | Male   |
| Race/Ethnicity                      | White  |
| Mailing Address                     | 3903 Ahtanum Rd Yakima WA 98903-1162   |
| Fluent Language(s)                  | English  |
| Individual Education Program (IEP)? | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes    If yes, what program? Special Education |
| Current Academic Status             | Yes  |

FOR OFFICIAL USE ONLY  
 Juv. Ref. No: \_\_\_\_\_

## 1.2 Identification of parent

|                    |                                      |
|--------------------|--------------------------------------|
| Name               | Fasano, Matthew                      |
| Mailing Address    | 1013 s 50Th Ave Yakima WA 98908-3717 |
| Fluent Language(s) |                                      |

## 1.3 Identification of parent

|                    |                                      |
|--------------------|--------------------------------------|
| Name               | Hubbard, Kristi                      |
| Mailing Address    | 1013 s 50Th Ave Yakima WA 98908-3717 |
| Fluent Language(s) |                                      |

## 1.4 The student has had the following unexcused absences during the current school year: 2/16/2021 2/18/2021 2/22/2021 2/25/2021 3/1/2021 3/4/2021 3/8/2021 3/11/2021 3/15/2021 3/18/2021 3/25/2021 3/29/2021 4/1/2021 4/12/2021 4/15/2021 4/19/2021 4/22/2021 4/26/2021 4/29/2021 5/3/2021 5/6/2021 5/10/2021 5/13/2021 5/17/2021 5/20/2021 5/24/2021 5/27/2021 6/1/2021 6/3/2021 6/7/2021 6/10/2021

|   |                                  |
|---|----------------------------------|
| Date school year begins and ends:   | Student's grade:12th Grade       |
| Number of credits earned: 7.0000  | Number of unexcused absences: 31 |
| Dates of unexcused absences: 2/16/2021 2/18/2021 2/22/2021 2/25/2021 3/1/2021 3/4/2021 3/8/2021 3/11/2021 3/15/2021 3/18/2021 3/25/2021 3/29/2021 4/1/2021 4/12/2021 4/15/2021 4/19/2021 4/22/2021 4/26/2021 4/29/2021 5/3/2021 5/6/2021 5/10/2021 5/13/2021 5/17/2021 5/20/2021 5/24/2021 5/27/2021 6/1/2021 6/3/2021 6/7/2021 6/10/2021 |                                  |

☐ Copies of the attendance reports are attached.

## II. Basis

- 2.1 The respondent student resides within the above referenced petitioning School District and is subject to the requirements of the Compulsory School Attendance Law (RCW 28A.225).
- 2.2 The school district has informed the respondents of the requirements of the Compulsory School Attendance Law and of the potential consequences to each respondent of non-compliance with the law (RCW 28A.225.005).
- 2.3 The school district has taken the following actions to eliminate or reduce the child's absences from school (RCW 28A.225.020):

☐ Informed the parent(s)/guardian that the student has been absent without excuse.

☐ in writing on: \_\_\_\_\_

☐ by phone on: \_\_\_\_\_

☐ Scheduled a conference with the student and parent(s)/guardian after a third absence without excuse. The conference was scheduled for \_\_\_\_\_ (date). The result of the conference was:

\_\_\_\_\_

☐ Student failed to attend.

☐ Parent(s)/guardian failed to attend.

Further, the school district has undertaken the following data-informed actions to eliminate or reduce the student’s absences:

Completion of Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment:

☐ Not completed due to ☐ parent and/or ☐ student refusal to consent or ☐ not in Middle School or High School

☐ applied the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment and, where appropriate, provided approved best practice or research-based intervention consistent with the WARNS profile, as provided in the attached assessment or as listed below:

- |  |   |
|--|---|
| <input type="checkbox"/> adjusted schedule                                     | <input type="checkbox"/> provided tutoring                            |
| <input type="checkbox"/> adjusted student’s program                            | <input type="checkbox"/> offered special school district programs:    |
| <input type="checkbox"/> course changes  | <input type="checkbox"/> alternative school placement                 |
| <input type="checkbox"/> vocational classes                                    | <input type="checkbox"/> retention & retrieval programs               |
| <input type="checkbox"/> work experience                                       | <input type="checkbox"/> counseling                                   |
| <input type="checkbox"/> arranged transportation changes                       | <input type="checkbox"/> other  |
| <input type="checkbox"/> ELL evaluation and assessment undertaken              | <input type="checkbox"/> provided individualized remedial instruction |
| <input type="checkbox"/> arranged for morning calls                            | <input type="checkbox"/> conducted home visits or conference          |
| <input type="checkbox"/> made a special education referral (Focus of Concern): | <input type="checkbox"/> contacted the student’s probation officer:   |
| <input type="checkbox"/> testing completed                                     | _____   |
| <input type="checkbox"/> held Multi-Disciplinary Team Meeting                  | <input type="checkbox"/> contacted local police department            |
| <input type="checkbox"/> Other: _____  |   |

Did the school district enter into an agreement with the student and parent(s) that establishes school attendance requirements? ☐ no ☐ yes, attached is a copy of the agreement.

Did the school district refer the student to a community truancy board? ☐ no ☐ yes, ☐ agreement attached  
☐ no agreement reached.

- 4 The above-described actions have not been successful in substantially reducing the respondent student’s unexcused absences from school and court intervention is necessary to assist the school district in reducing the student’s unexcused absences from school.
- 5 The following circumstances and behavior of the student demonstrate that testing for use of controlled substances or alcohol would help the student’s compliance with the mandatory attendance law:  
\_\_\_\_\_
- 6 Other juvenile court matters involving the student known to the school district:
 

|  |   |
|--|---|
| <input type="checkbox"/> “ARY” petition (case#): _____   | <input type="checkbox"/> Juvenile Offenses (case#): _____ |
| <input type="checkbox"/> “CHINS” petition (case#): _____ | <input type="checkbox"/> Dependency (case#): _____        |
- 7 Based upon the foregoing, the school district alleges that:
 

|  |
|--|
| <input type="checkbox"/> The respondent student is in violation of the Compulsory School Attendance Law in that he/she has at least five unexcused absences within one month or ten unexcused absences during the current school year. |
| <input type="checkbox"/> The respondent parent(s) is/are in violation of the Compulsory School Attendance Law in that he/she has/have not exercised reasonable diligence in causing the respondent student to regularly attend school. |
| <input type="checkbox"/> Further opportunity to intervene with the respondents may result in successfully addressing the respondent student’s truant behavior.   |
| <input type="checkbox"/> Other: _____  |

Further, the school district has undertaken the following data-informed actions to eliminate or reduce the student's absences:

Completion of Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment:

- ☐ Not completed due to ☐ parent and/or ☐ student refusal to consent or ☐ not in Middle School or High School
- ☐ applied the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment and, where appropriate, provided approved best practice or research-based intervention consistent with the WARNS profile, as provided in the attached assessment or as listed below:

- |  |   |
|--|---|
| <input type="checkbox"/> adjusted schedule                                     | <input type="checkbox"/> provided tutoring                            |
| <input type="checkbox"/> adjusted student's program                            | <input type="checkbox"/> offered special school district programs:    |
| <input type="checkbox"/> course changes  | <input type="checkbox"/> alternative school placement                 |
| <input type="checkbox"/> vocational classes                                    | <input type="checkbox"/> retention & retrieval programs               |
| <input type="checkbox"/> work experience                                       | <input type="checkbox"/> counseling                                   |
| <input type="checkbox"/> arranged transportation changes                       | <input type="checkbox"/> other  |
| <input type="checkbox"/> ELL evaluation and assessment undertaken              | <input type="checkbox"/> provided individualized remedial instruction |
| <input type="checkbox"/> arranged for morning calls                            | <input type="checkbox"/> conducted home visits or conference          |
| <input type="checkbox"/> made a special education referral (Focus of Concern): | <input type="checkbox"/> contacted the student's probation officer:   |
| <input type="checkbox"/> testing completed                                     | <input type="checkbox"/> contacted local police department            |
| <input type="checkbox"/> held Multi-Disciplinary Team Meeting                  |   |
| <input type="checkbox"/> Other: _____  |   |

Did the school district enter into an agreement with the student and parent(s) that establishes school attendance requirements? ☐ no ☐ yes, attached is a copy of the agreement.

Did the school district refer the student to a community truancy board? ☐ no ☐ yes, ☐ agreement attached ☐ no agreement reached.

- 4 The above-described actions have not been successful in substantially reducing the respondent student's unexcused absences from school and court intervention is necessary to assist the school district in reducing the student's unexcused absences from school.
- 5 The following circumstances and behavior of the student demonstrate that testing for use of controlled substances or alcohol would help the student's compliance with the mandatory attendance law:  
\_\_\_\_\_
- 6 Other juvenile court matters involving the student known to the school district:
- |  |   |
|--|---|
| <input type="checkbox"/> "ARY" petition (case#): _____   | <input type="checkbox"/> Juvenile Offenses (case#): _____ |
| <input type="checkbox"/> "CHINS" petition (case#): _____ | <input type="checkbox"/> Dependency (case#): _____        |
- 7 Based upon the foregoing, the school district alleges that:
- ☐ The respondent student is in violation of the Compulsory School Attendance Law in that he/she has at least five unexcused absences within one month or ten unexcused absences during the current school year.
- ☐ The respondent parent(s) is/are in violation of the Compulsory School Attendance Law in that he/she has/have not exercised reasonable diligence in causing the respondent student to regularly attend school.
- ☐ Further opportunity to intervene with the respondents may result in successfully addressing the respondent student's truant behavior.
- ☐ Other: \_\_\_\_\_

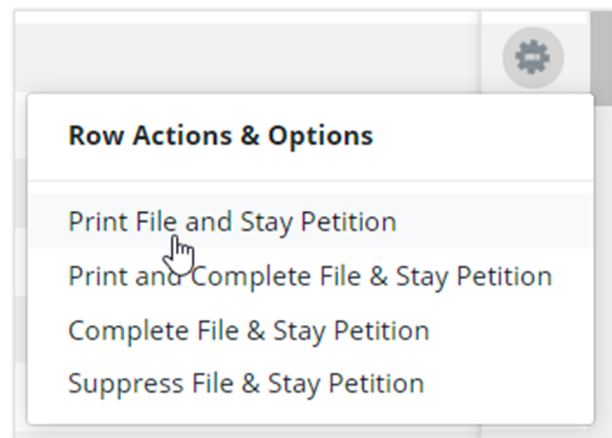
## Row Actions and Options

To start utilizing the section more adequately, we will concentrate on Row Actions and Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

## Print File and Stay Petition

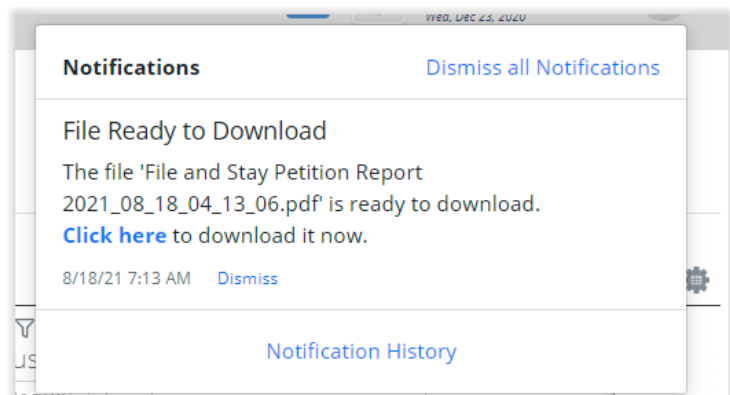
This section allows you to obtain the petition quickly. To do this, simply use the Row Actions and Options that are all way to the right of the data table. If this is done successfully, you receive a confirmation message by the Absence Response application in the top center of your screen.



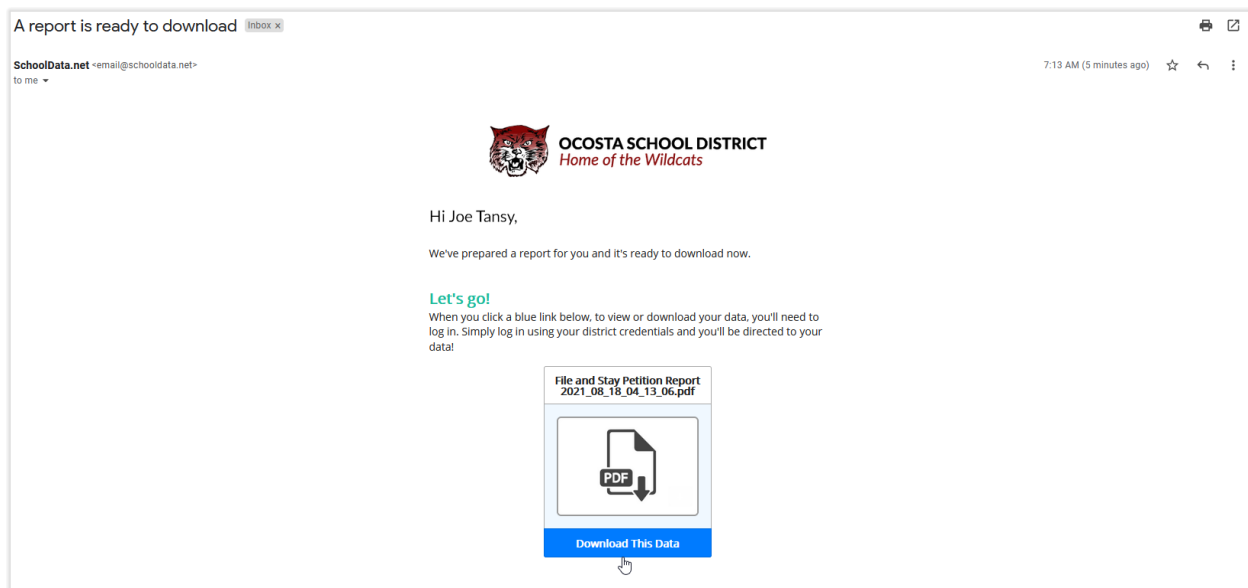
You will receive an email when your report is ready **✕**

We can utilize the ability to download the report via email, or you can download it via the notifications at the top right of the Absence Response page.

Clicking on the blue hyperlink labeled “click here” will allow you to download your File and Stay Petition Report directly from the application screen.

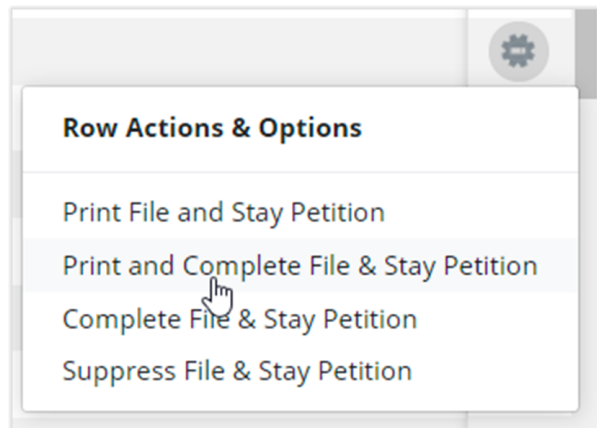


Alternatively, you can also download it from the email address that your account is registered with. Once the email has been sent to you, the formatting of the email will look like the picture below. To download your report, simply click the blue box that says inside that “Download This Data”.Him



## Print Incomplete File and Stay Petition

If you would like to download the document and mark this task as complete, we will use the action shown to the right. Using the row actions and options pop-up menu on the right side of the data table in Absence Response will allow us to download the petition and mark the action as complete.



You will receive an email when your report is ready ✕

The process to download this file is listed for the “Print File and Stay Petition” section located directly above this section.