



San Juan Unified School District
Building Bridges Initiative / O.S.A.P.P.
7200 Fair Oaks Boulevard, Suite 101, Carmichael, CA 95608
(916) 971-7022 Fax: (916) 971-7347
Attendance Improvement/S.A.R.B.

Attendance Improvement Activities Guidelines

Below is the framework of how we started the process, developed and implemented a comprehensive attendance improvement program.

- 1) Facilitate work groups with attendance clerks, administrators, county agencies, community partners and parents to brainstorm strategies to improve attendance.
- 2) Examine infrastructure to see what recommendations are feasible.
- 3) Develop recommendations for new policies and procedures.
- 4) Review recommendation with site staff, district management, advisory groups and board members for approval.
- 5) Begin marketing/education program for approved policies and procedures.
- 6) Work with site staff to problem solve any issues or questions.
- 7) Disseminate positive information about success through communication tools: email, meetings, San Juan Scene, etc.
- 8) Gather pre/post data to evaluate programs, amend as needed.

We then had to put certain policies and procedures into place, they follow below.

Attendance Improvement Procedures

Attendance Documentation

- 1) Standardize attendance letter mailing process: Site input into Pertaine automatically generates new “Z-Fold” truancy letters that are automatically sent out within 3 business days. Reduced days to notify parents 10-20 business days and freed up site staff to make human contact with students and/or parents.

2) Address excessive excused absences: All grade levels shall distribute Child Welfare & Attendance (CWA) letters. A notification letter will be mailed for excessive excused absences at 5 days informing parents of the 10-day rule, then a second letter requiring verification of illness after 10 days. Without verification, absences will be considered unexcused. Verified absences, cleared by a medical professional or school employee, will be recorded with a "P". P's will not generate a letter.

3) Maximum number of days to clear absences: Parents of students will be given a set number days, not to exceed 10 days, to clear absences. Set computer to automatically change individual periods and full days to cuts after deadline to encourage timely absence clearance by parents and reduce attendance clerk workload.

Attendance Expectations

4) Reduce chronic absenteeism for children with lice: Allow 3 days of consecutive absences for head lice. If student presents with lice within ten calendar days, additional absences are unexcused. If student presents with lice later than ten calendar days, parent has an additional three days before the absences become unexcused.

5) Require regular attendance for students with work permits: Encourage attendance of employed students with possible suspension/revocation of Work Permits. High Schools will compare list of names receiving attendance letters with those having work permits, stress attendance requirements to student and employer. (Permits issued after review of current attendance. Designee at site will notify appropriate administrators of students who have work permit receiving third truancy letter.)

6) Standardize high school senior attendance expectations: Provide a clear policy about "senior cut" days. Standardize the number of unexcused absences allowed, before loss of graduation ceremony privileges, by aligning policy to be consistent with the third truancy letter.

Positive Attendance Education/Communication

7) Implement Positive Attendance Campaign: Through the San Juan Scene, a letter from our Superintendent, School Newsletters and the Sacramento Bee we have marketed how positive school attendance helps to build and support 29 of the 40 developmental assets.

8) Increase utilization of the district information system for documentation: Student Attendance Review Teams members note contacts in Behavioral Intervention Screen when dealing with students and parents regarding attendance. This allows site staff to monitor regional support services that families utilize.

9) Implement Sheriff's/San Juan Unified School District MOU for School Resource Officers (SRO): SROs and SAP staff provide 1st or 2nd truancy letter group interventions at most high schools.

The outcome data below shows district wide and all grade levels and attendance rates can show improvement.

Enrollment and ADA figures for the last four years 00-01, 01-02, 02-03 and 03-04 at P-2:

P-2 Enrollment	P-2 ADA
00-01 46,518	43,911.07(94.40%)
01-02 47,027	45,139.38(95.99%)
02-03 46,625	45,017.77(96.55%)
03-04 45,808	44,333.92(96.78%)

These numbers include Elementary, Middle, High, SDC, Delta, and Continuation. The enrollment counts are from Month 9 Enrollment Reports, the ADA counts are from the J18/19 P-2.

San Juan Unified School District 4 Year Attendance Data

2000-01 through 2002-04

2000-01 is the baseline year, attendance improvement procedures became effective in 2001-02.

High Schools	00-01	01-02	02-03	03-04
Bella Vista	94.97	96.27	96.14	96.05
Del Campo	94.88	96.05	95.47	95.54
Casa Roble	94.93	95.97	96.07	95.99
Rio Americano	94.62	95.49	95.47	95.53
El Camino	94.15	95.62	95.91	95.75
Mira Loma	93.63	94.69	95.75	95.57
Mesa Verde	92.91	94.47	94.92	94.47
San Juan	91.20	92.86	93.09	92.69
Encina	90.04	91.02	91.48	91.32
Middle Schools	00-01	01-02	02-03	03-04
Arden	95.64	95.94	96.22	96.25
Arcade	95.62	96.47	96.81	97.40
Carnegie	95.47	96.32	96.12	96.67
Pasteur	94.79	95.41	95.24	95.33
Churchill	95.00	95.28	95.54	95.74
Barrett	94.82	95.20	95.55	95.69

Sylvan	94.09	93.80	94.42	94.06
Starr King	93.71	94.83	94.20	94.53
Will Rogers	93.27	93.65	93.92	94.37
Jonas Salk	89.98	92.12	91.64	91.09
Elementary	00-01	01-02	02-03	03-04
Arlington Hghts	96.08	96.49	96.59	96.27
Carmichael	94.73	96.40	96.19	96.01
Coleman	96.57	97.15	97.21	97.19
Citrus Heights	95.10	95.98	96.05	95.81
Cottage	95.08	96.18	96.83	96.66
Cowan	97.37	98.03	98.09	98.20
Creekside	92.70	94.70	95.33	95.06
DelPaso Manor	96.22	97.11	97.39	96.81
Deterding	95.42	96.42	96.68	97.02
Dewey	96.87	97.55	97.55	97.46
Dyer Kelly	93.86	95.14	95.12	95.05
T. Edison	94.61	96.00	95.98	95.31
Fair Oaks	95.04	96.15	96.27	96.26
Garfield	95.52	97.14	96.90	96.95
Grand Oaks	95.52	96.08	96.59	96.19
Green Oaks	97.08	98.03	97.97	98.14
Greer	94.05	94.39	94.97	94.28
Holst	96.31	97.30	97.57	97.07
Howe	94.47	95.60	94.97	95.04
T. Kelly	95.34	96.65	96.98	96.53
Kenneth	93.33	94.64	94.92	95.21
Kingwood	94.72	95.70	95.54	95.74
Legette	96.99	97.41	97.22	97.76
Littlejohn	94.72	95.50	95.77	95.59
Mariemont	96.82	97.23	97.05	97.73
Mariposa	94.26	95.07	95.37	95.34
Mission	96.73	97.40	97.39	97.72
B Mitchell	95.19	96.71	96.86	96.56
Northridge	95.54	96.59	96.33	96.71
Sunrise	95.65	96.64	97.06	96.48
Oakview	95.71	97.11	97.26	97.03
Orangevale	95.98	96.53	96.69	97.40
Pasadena	94.14	94.91	95.57	96.38
Roberts	96.01	96.64	96.42	96.25
Sierra Oaks	96.52	97.40	97.14	97.68
Starr King	94.95	95.48	95.86	95.56

Ralph Rchrdsn	82.61	83.69	82.29	84.30
Skycrest	95.29	96.06	96.64	96.96
Twin Lakes	96.66	97.26	96.99	97.14
Whitney	94.62	95.45	95.99	95.89
Schweitzer	95.82	96.60	97.16	97.01
Chs Peck	94.56	96.18	96.22	96.40
Pershing	96.09	97.21	96.82	96.98
Lichen	95.92	97.03	96.65	96.83
Coyle	94.45	95.96	96.20	95.65
Laurel Ruff	90.12	91.42	92.22	92.38
Cameron Rnch	94.93	95.42	96.25	96.78
Del Dayo	97.12	97.57	97.75	97.89
Cmbrdge Hghts	97.27	98.06	97.70	97.95
Woodside	96.69	96.88	97.17	97.00
Trajan	96.16	96.78	96.80	96.82
Carriage	95.77	96.44	96.76	96.80
Gold River	97.25	97.77	97.80	97.91
Ottomon	95.18	96.32	96.41	95.97