

Attendance Tracking

Binder

2017-2018



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| **ATTENDANCE TRACKING BINDER** |

**Plan**

* Attendance Improvement Process

**Parent Flyers**

* Importance of Attendance Flyer
* Attendance & Absence Instructions

**Tools**

* Family Attendance Notification
* Action Plan (Child Level)
* Action Plan (Classroom Level)

**Monthly Tabs**

* Action Plans
* Center-Based: Monthly COPA reports 201 and 208 used to analyze attendance data (Print by 5th of each month)
* Home-Based: Monthly COPA reports 201Y, 235 and 236 used to analyze attendance data (Print by 5th of each month)