

SAMPLE: ATTENDANCE AWARENESS HOUSE PARTY AGENDA



I. Welcome, Desired Outcomes, and Introductions

1. Welcome from Meeting Sponsor (and possibly with a local leader who can share why this issue matters to your agency or community)
2. Possible outcomes (feel free to modify)
 - Build awareness of chronic absence and why it is a matter of concern in your community
 - Explore how everyone could help with improving attendance, starting with sending out key messages around attendance in September.
 - Identify available resources that could be leveraged
 - Agree upon next steps
3. Introductions
 - Each person shares name, agency and what motivated them to attend this meeting

II. What is Chronic Absence and Why it Matters

Possible options:

- * Attendance Works [Video](#)
- * Attendance Works [PowerPoint](#)
- * Local data report, if available on chronic absence
- * Have someone in the group give a first-person account of how they learned about chronic absence and its impact on your community

III. Sending Attendance Messages

Identify ideas for how everyone can help with sending key messages about attendance through their own interactions with families, back-to-school activities and/or the media. You might engage in the following:

- a. Invite a few people to share how they've successfully relayed these messages in the past
- b. Ask everyone to review this [key messages handout](#)
- c. If time allows, encourage participants to discuss ideas in small groups
- d. Collect and chart ideas as a large group

IV. Monitoring Data [optional]

Identify if you think you could/would want to monitor data on chronic absence so you can see which schools or neighborhoods need the most help and can track progress over time.

- Click [here](#) for guidance from the Count Us In! Toolkit about monitoring data.

IV. Official Proclamations [optional]

Decide if you would like to pursue an official proclamation from your school board or City Council. If so, refer to the examples on page 15 of the Count Us In.

V. Create a collective action plan

- a. Who will lead this work? Who will help?
- b. What resources are available to leverage?
- c. What is the time frame for action? Be specific. Who will commit to doing what? By what date?

| WHO | WHAT | BY WHEN | CONTACT INFO (E-mail, Phone) |
|-----|----------------|-----------|------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| You | Send out notes | In 3 days | |

VI. Agree upon next meeting date or make a plan for determining a date

Next Meeting:

Date _____

Time _____

Location _____