

# SAMPLE: ATTENDANCE AWARENESS COMMUNITY MEETING 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 and engagement in September
  - Identify available resources that could be leveraged
  - Agree on next steps
3. Introductions
  - Each person shares name, relationship to school or district, agency and what motivated them to attend this meeting

## II. What is Chronic Absence and Why Showing Up Regularly Matters

Possible resources:

- Attendance Works [video](#)
- [Showing Up Matters for R.E.A.L. Toolkit](#)
- 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 and engagement in school 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 message 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 whether 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 about monitoring data.

## V. Official Proclamations [optional]

Decide whether you would like to pursue an official [proclamation](#) from your school board or City Council.

## VI. Creating a Collective Action Plan

- Who will lead this work? Who will help?
- What resources are available to leverage?
- 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 |                              |

## VII. Agree on Next Meeting Date or Make a Plan for Determining a Date

Next Meeting:

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_