HOW TO... Lead Weekly Student Success Summits (The Agenda)

Principal's Aggregate Data Presentation (5-10 minutes)

Purpose: identify school wide attendance and absence patterns; design school wide interventions; catch any errors in data collection.

- Use the RSAL for daily and year-to-date attendance. Select any date range. Useful to identify dates with particularly low or high attendance rates.
- Use the RYIS for number and percent of students in each "attendance interval" (perfect Attendance, 90-99%, 80-89%, etc.)

Success Mentor Report (20-30 minutes)

Purpose: understand how mentored students are doing overall; go deeper into issues with individual mentored students; design/evaluate interventions for these students.

- Use *new* ATS report RAMO and select students with mentor to compare how they are doing this year with last year.
- Have Success Mentors report in on any successes or students with particular challenges or describe resources they need to support students or families.
- Focus on Interventions: Select one student for deeper case study for the group. What's going on for this student? What interventions have been tried already? What new interventions can be tried?

Early Warning Action-Needed Report (10-20 minutes)

Purpose: identify new students who are chronically absent or at-risk (optional) so that the team can come up with interventions for these students to get them back on track.

- Use the RRSA report in ATS. Download the report and filter in Excel as follows:
  - 91-95% for At-Risk students
  - 81-90% for Chronically Absent students
  - 0-80% for Severely Chronically Absent students
- *OR* use RPCA ("5 and 10 day report"). Select all students <u>without</u> a mentor to catch new at-risk students (enter "@" next to the student indicator INTV).

Review School-Wide Interventions (5-10 minutes)

Purpose: review what the school is doing to create a school wide atmosphere that promotes good attendance for all students.

- What is the school doing to engage all students in school?
- How are students, families, classroom teachers and Success Mentors being recognized for their efforts around improving attendance?
- What strategies have been tried? What's working, what isn't and what else could be done?
- Acknowledge the team's hard work