

# FCSD

# Attendance Protocol

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*90% attendance rate...which means no more than 18 days absent*

*~PDE Regulations*

*~School Board Policy 204*

*~District Protocol*

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# PDE Regular Attendance Regulations

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Rates of chronic absenteeism will be reported as “Regular Attendance” on the Future Ready PA Index, and will be calculated at the building level, as well as for any group of 20 or more students in a building.

Chronic absenteeism will be calculated based on the number of students who have missed more than 10 percent of school days across the academic year. Students enrolled for fewer than 60 days of school will be excluded from that school’s calculation, as there has not been sufficient opportunity for the school to apply intervention strategies.

*90% attendance rate...which means no more than 18 days absent*

# PDE Regular Attendance Calculations

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$$\frac{\text{Number of students enrolled for 60 or more school days and present 90 percent or more of school days}}{\text{Number of students enrolled for 60 or more school days}}$$

Three standard ranges will be used to describe performance:

- 75th percentile and above – Exceeds Performance Standard - Blue
- 74th-25th percentile – Meets Performance Standard - Green
- 24th percentile and below – Does not meet Performance Standard - Red

Future Ready Depiction:

An upward ARROW for an increase in performance from the previous year

A solid CIRCLE for maintaining the same performance from the previous year

A downward ARROW for a decrease in performance from the previous year

# PDE Regular Attendance Categorization

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A student is considered absent if they are not physically participating in instruction or instruction-related activities on school grounds or at an approved off-grounds location for at least half the school day. Each day a student is absent for 50 percent or more of the school day is to be counted as an absence.

Totals include:

- ~Both excused and unexcused absences
- ~Disciplinary: Suspensions
- ~Excused absences: educational journey, medical, and/or other extended leaves

Data collections will be collected through PIMS every June

# Regular Attendance Procedures

1

Attendance reviewed by Building SSC & communicated to Parents through Sapphire Community Portal

- ❑ Superintendent's Office will send letters weekly on Monday's at 3 PM

2

SSC and Building Attendance Team will review student attendance weekly

- ❑ Appropriate action per FCSD Attendance Protocol (screen 6 & 7 of this document)

3

Action Tracking

- ❑ Student Letters will be housed in Document Center of Sapphire
- ❑ SSC/Attendance Team will document actions in Communication Manager of Sapphire

# FCSD ATTENDANCE PROTOCOL

<b>Unexcused</b>	<b>3</b>	→	<b>Sapphire letter will be sent to request excuses and demonstrate concern about unexcused absences</b>						
	<b>5 days to forward excuse</b>								
	<b>5</b>	→	<b>Student name forwarded to Blueprints Agency (County Truancy)</b>	<b>Family Contact through Sapphire</b>					
	<b>3 days to forward excuse</b>		<b>Building designee sends letter regarding need for excuses *certified mail</b>	↓					
				<b>Accepts</b>	<b>School Attendance Improvement Plan (Blueprints)</b>	→	<b>Another Unexcused Absence</b>	→	<b>Magistrate and/or CYS</b>
				<b>Declines</b>	<b>School Attendance Improvement Plan (FC)</b>	→	<b>Another Unexcused Absence</b>	→	<b>Magistrate and/or CYS</b>

<b>Total Absence</b>										
	<b>5</b>	→	<b>Letter stating concern of attendance, request of any excuses, and foreshadowing for 12 day absence</b>							
	<b>12</b>	→	<b>SAP/Blueprints referral if not already receiving services and/or have medical documented diagnosis; Medical excuse for any additional day with foreshadowing of 18 day results; possible certified letter if positive communication has not happened</b>							
			<b>*Spec Ed Manifestation Determination (Notify Director of Pupil Services)</b>							
	<b>18</b>	→	<b>Certified letter regarding Citation with possible establishment of a date for Preliminary Expulsion Hearing</b>							
			↓							
			<b>Board Level Expulsion Hearing</b>							
			<b>OR</b>							
			<b>Agency Collaboration and/or Attendance Contract</b>							

## Contacts:

### Student Service Coordinators (SAP/Attendance Coordinators):

Elementary SSC: Mrs. Brianne Eiler, [beiler@fortcherry.org](mailto:beiler@fortcherry.org)

High School SSC: Mrs. Lauren Cieply, [lcieply@fortcherry.org](mailto:lcieply@fortcherry.org)

### Principals:

Elementary Center: Mr. Mayer, [dmayer@fortcherry.org](mailto:dmayer@fortcherry.org)

Jr/Sr High School: Dr. Craig, [tcraig@fortcherry.org](mailto:tcraig@fortcherry.org)

### Pupil Services:

Director, Ms. Smith, [dsmith@fortcherry.org](mailto:dsmith@fortcherry.org)

### Blueprints Contact (Washington County):

Coordinator, Tom Pentland, [pentland@myblueprints.org](mailto:pentland@myblueprints.org)

### Youth Advocate Program (Allegheny County):

Coordinator, Mike Spisak, [spisak@yapinc.org](mailto:spisak@yapinc.org)

### Citation Coordinator:

Safety Officer, Chief Buchowski, [dbuchowski@fortcherry.org](mailto:dbuchowski@fortcherry.org)

EVERY day  
counts  
attendance matters