

Dorothy L. Bullock School

Attendance Tracking Protocol & Corrective Action Plan

These procedures are to be followed to ensure student attendance cases are handled in a consistent and proactive manner.

Absence Threshold	Attendance Regulation	Action/Tiered System of Support
Daily absences	6A:16-7.6(a)4.i	• Robocall and communication sent through School Messenger
Five (5) unexcused absences	6A:16-7.6(a)4.i	• Warning notice sent home detailing our attendance policy • Phone call to the parent/guardian to inquire about the absences (Assistant Principals)
Eight (8) unexcused absences	6A:16-7.6(a).4.ii	• Phone call to parent/guardian and Referral to the I and RS Team by Administration • Truancy Warning Letter sent home informing parents/guardians that additional absences will be brought to the court's attention. • Truancy Warning Letter, phone call home, and student meetings ALL need to support parent and creating an attendance plan with I and RS to prevent truancy charges from being filed upon reaching ten (10) unexcused days.
Ten (10) unexcused absences	6A:16-7.6(a)4.iii.	• Pursuant to N.J.S.A. 18A:38-27, a Truancy Officer will visit the residence, and a mandatory referral for truancy charges will be made pursuant to NJSA 18A:38-25. • Phone Conference and/or meeting with the parent (Principal/ AP) • Medical review by school nurse, and if needed, chronic illness outreach
Ten (10) excused absences	6A:16-7.6(a)4.iii	• Medical review by school nurse, and if needed, chronic illness outreach
Fifteen (15) absences	6A:16-7.6(a)4.iii.	• Letter sent home warning the parent/guardian that eighteen absences (excused or unexcused) • Parent/guardian outreach by building principal (verbal/email) • Student and/or parent meeting with a member of the attendance committee (admin, I and RS, or CST)
Eighteen (18) absences	6A:167.6(a).4.ii.(4)(C)	• Possible Retention

Additional Protocol Elements:

- A standard letter template will be used for each threshold.
- PowerSchool will be used to document each letter sent, phone calls made, and conference held.

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- The school secretary will gather attendance data to share at monthly attendance meetings.
- All letters should cc the nurse, guidance, and CST.
- A hard copy of all letters will be included in the students' attendance files.
- An Attendance Committee will be formed in each building and will meet regularly. The team will be provided with attendance lists in advance of these meetings. Members of the team will arrive at each meeting with pertinent information about students who have exceeded thresholds.

Notes:

- ESSA data revealed that 19.7% of students were labeled chronically absent during the 24-25 SY
- PowerSchool reports revealed that as of May 2026, 81 students had eighteen or more absences.
 - 18-24 absences = 44 students
 - 25-35 absences = 23 students
 - 35+ absences = 14 students.
- The top five perceptions as to why students are chronically absent at the high school level, based on survey feedback, are detailed below.
 - Medical – Mental Health/Chronic Illness
 - Religion
 - Outside Events (Sports/Family Trips)
 - Belief that attendance does not have an impact on academics

Additional strategies to combat chronic absenteeism:

- District and building communication regarding attendance mandates
- Coordinated care management plans/wrap around supports (if applicable)
- Foster student engagement
- Intervention and Referral Services to develop attendance plans to support families