



Early Tier 2 Individual Attendance Barrier Assessment

Guided Script for an Early-Stage Phone Conversation

Hello (family member's name),

This is (student's name)'s teacher. How are you today?

I just wanted to reach out to see if everything is okay. I noticed that (student's name) missed class (number) times in the last month. Even missing one or two days a month can make it harder to keep up.

I miss (student's name) when (he/she/they) is gone, and I especially miss (discuss student's great qualities).

I know how hard it can be for students to be in school every day. We're here to support you if there's anything that's making it particularly challenging for (student's name).

Can you tell me why (student's name) has missed school recently and how I can help?

Adapted from School Leader's Guide to Tackling Attendance Challenges by Jessica Sprick and Randy Sprick

Tips: Conversation Considerations

- **Setting achievable attendance goals is more important** than advocating for perfect attendance.
- **Focus on why you miss the student and their unique contribution to the classroom** if families are uncomfortable sharing their challenges.
- **If families share challenges that you can help with**, share possible solutions, or schedule a follow-up call or conference.
- **If families mention challenges beyond your capacity to support**, help connect them to the right resource, such as a school counselor or administrator. Stay involved as much as possible or appropriate.

Student Name:

Date:

Spoke to:

Notes:



Identifying Common Causes of Absenteeism: A Check List

Family misconceptions

About attendance

Family or students don't understand the negative effects of absenteeism

The school does not place overt value on or emphasize the importance of attendance

About school

Student, family, or community does not place value on school

Student or family does not view school as "suitable" for specific students

Other (specify):

Desire to access something outside of school

Attention

Peer

Adult

Tangible items or activities

Technology

Food

Games

Sleep

Drugs/alcohol

Sexual activity

Illegal activities

School sponsored activities

Seasonal activities

Physical barriers or access issues

Chronic illness

Asthma

Chronic pain

Diabetes

Other (specify):

Minor illness

Obesity

Dental problems

Other (specify):

Mental health issues

Depression

Anxiety

Behavioral disorder

Transportation problems

Unreliable parent transportation

Missing the bus

Too far or unsafe to walk or bike

Inability to be bussed from multiple residences

Financial issues

Food insecurity

Lack of access to clothing or clean clothes

Unstable housing or homeless

Other (specify):

Pregnancy/teen parenting

Family is unable to help student get ready for school

Work

Caring for relatives

Siblings

Elderly family members

Parents

Lack of access to technology

Internet is slow or non-existent

Computer/device isn't functioning properly

Family has limited technological literacy

Climate and disengagement

Escape or avoidance

Deficits

Academic

Social skills

Coping skills

People

Conflict with students

Bullying situations

Conflict with staff

Situations

Punitive climate

Unsafe climate

Chaotic climate

Embarrassment

Other (specify):

Irrelevant curriculum

Not challenging enough

Too challenging

Not culturally relevant

Student Name:

Spoke to:

Notes:

Date: