

Attendance Reflection Protocol

Facilitator Note: This protocol is designed for a 30-minute staff meeting. Each section can also stand alone as its own 30-minute session if you want to go deeper on a particular lens. Facilitate with curiosity, not evaluation. The goal is honest conversation about what's working and what students still need before the year ends.

Kara Stern

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Warm-Up ⌚ 3 minutes

Think of one student whose attendance story surprised you this year. Not the student you expected to struggle, or the one you expected to thrive. The one who surprised you. Share one sentence with the group.

Part 1: The Student Lens ⌚ 10 minutes

Take a moment to think about specific students by name.

Who showed up consistently, even when things were hard? What do you think made that possible?

Who started strong and lost momentum? When did you notice the shift?

Is there a student you wish you had reached sooner? What got in the way?

Small group discussion (5 min), then share one pattern or insight with the full group (5 min).

Part 2: The Family Lens ⌚ 8 minutes

Think about a family connection that worked this year. What made it land?

Where did communication feel like a gap? What would you do differently?

Was there a family you wish you had contacted earlier? What were you waiting for?

Pair share (4 min), then one insight per pair to the full group (4 min).

Part 3: The School Lens ⌚ 7 minutes

Zoom out from individual students and families to your practices and systems.

What attendance strategy are you most proud of this year?

What's one thing you'd carry into next year?

If you could change one thing about how your school handles attendance, what would it be?

Full group discussion.

Closing ⌚ 2 minutes

Each person completes these sentences aloud (either in large or small group):

"Before the year ends, I want to..."

"One student I'm going to reach out to this week is..."

