

Hamilton Local School District

ACTION PLANNING TOOL

Goal(s): To maintain the attendance rate to 96% for the 2013-2014 school year at the Preschool.

PLC: Preschool

Administrative Approval: J Strahm and S Witten

Date: August 1, 2013

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Monitor Daily attendance in each classroom.	% recorded for each class on each weekly newsletters Attendance % will appear on each report card.	Attendance Sheets DASL Phone Log Sheet Attendance Letters	Jan Strahm Darlene	Preschool Staff Darlene	2013-2014 School Year
Residency Verifications for all students.	Proof of Residency Friends and Family Form	Completed Folder for enrollment in the Preschool	Jan Strahm	Marvin Stevens Darlene	2013-2014 School Year
Maintain enrollment at capacity for the school year.	Class Rosters DASL information	Class Rosters DASL Information	Jan Strahm	Preschool Staff	2013-2014 School Year
Develop Attendance Incentives for students and families.	Awards Dairy Queen Kraft Foods	Awards Dairy Queen Kraft Foods	Jan Strahm	Preschool Staff Darlene Connie Dillon	2013-2014 School Year
Communicate attendance policy to parents.	Need to know Attendance Information sheet. Phone calls home- 3 missed days of school. Parents will sign that received a Student Handbook.	Need to know Attendance Information sheet. Phone calls home- 3 missed days of school. Letters at 5 missed days of school.	Jan Strahm	Preschool Staff Darlene	2013-2014 School Year

To stay in communication with the other buildings concerning a child's absent.	Access to DASL for the other buildings and record of number of days a student has not been in school.	DASL Sibling's Names	Jan Strahm	Darlene Secretaries and Assistant Principals	2013-2014 School Year
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