



To: Board of Education
From: Scott Woods, Superintendent
Date: October 2, 2025
Re: Attendance Improvement Plan

Attached is the draft 2025-2026 Attendance Improvement Plan. There are no changes to the 2024-2025 plan. The Attendance Improvement Plan will be placed on the October agenda for approval. Board approval is not required, but is considered best practice.

Below shows the district changes in attendance over the last four school years in the three key metrics reported on the annual school report card.

	Average Daily Attendance Rate	Chronically Absent Students ¹	Truant Students ²
2021-2022	88.5%	47.3%	34.6%
2022-2023	91.4%	33.9%	24.8%
2023-2024	92.8%	24.2%	19.9%
2024-2025	92.7%	24.0%	18.8%

1. Illinois law defines “chronic absentee” as a student who misses 10 percent of school days within an academic year with or without a valid excuse. That’s 17.5 days of an average 175-day school year. Excused absences may include illness, suspension, need to care for a family member, etc. Students need daily instruction in order to succeed. Chronic absentees are at risk of academic and social problems.
2. Illinois law defines “chronic truant” as a student who misses 5 percent of school days within an academic year without a valid excuse. That’s nine days of an average 180-day school year. The count of chronically truant students does not include students with excused absences. Chronic truants are at risk of academic and behavioral problems. Research shows that chronic truancy has been linked to serious delinquent activity in youth and to significant negative behavior and characteristics in adults.



DRAFT ATTENDANCE IMPROVEMENT PROGRAM
(Rev 10-16-2025)

Schools will:

- Monitor attendance as it relates to academics and behavior through the MTSS process.
- Contact the parent/guardian about student attendance concerns
 - Document student and parent/guardian contacts.
 - Create individual attendance improvement plans for students with over fifteen absences
- Send an automated call to parents/guardians who have not called their student in as absent and prompt them to call
- Work with parents/guardians to improve student attendance

Parents/Guardians will:

- Contact school when their student is absent and provide a reason for the absence
- Provide written excuses for medical or dental appointments
- Contact schools ahead of time with known appointments or engagements

Parent Family Liaisons and Other Designated Staff will:

- Work with students, parents/guardians and schools to improve student attendance
 - Student contacts
 - Parent/Guardian phone contacts
 - Home visits
- Work with students, parents/guardians and schools to reduce barriers to school attendance
- Work with students, parents/guardians and schools to develop and implement attendance improvement plans
- Document all contacts with students and parents/guardians

Designated Tracking Documents (Documents to be linked below)

- Broadmeadow
- Eastlawn
- Northview
- Pleasant Acres
- RISE
- JWE

Minimum Program Requirements

Five (5) Absences (Excused and/or Unexcused)

- The school will send a letter home detailing the importance of school attendance and cite the number of days absent.
OR
- The parents/guardians will be contacted by the student's homeroom teacher to discuss the absences and discuss parent/guardian concerns that may be resulting in the student's absences.
- Schools will document the contacts on the designated tracking document.

TEN (10) ABSENCES TOTAL (Excused and/or Unexcused)

- The school will send a letter that includes information from the "unlawful absences" letter from the ROE.
- The school will send a letter home detailing the importance of school attendance and cite the number of days absent.
- The school will schedule a meeting and meet with the parent/guardian to discuss the absences and discuss parent/guardian concerns that may be resulting in the student's absences.
- If the parent/guardian does not attend the scheduled meeting, a Parent Family Liaison or Other Designated Staff will contact the family (phone or home visit) confirm that the parent/guardian received the letter as well as to discuss the absences and any parent/guardian concerns that may be resulting in the student's absences.
- Parent Family Liaisons and Other Designated Staff will develop an Attendance and Engagement Agreement for the student with input from the student and, as much as is practical, the parent/guardian. This agreement should be added to Skyward as an Attendance Note.
- Schools will document the contacts on the designated tracking document.

15 (15) Absences (Excused and/or Unexcused)

- The school will send a letter home detailing the importance of school attendance and cite the number of days absent.
- The building administrator or her/his representative will call the parents/guardians and schedule a meeting that will include the guardian(s), the student, and members of the school attendance improvement team.
- The Parent Family Liaison or Other Designated Staff will make a formal referral to the Regional Office of Education through the [Connections Referral Link REVISED LINK NEEDED](#). All prior steps must be completed and documented prior to referral to the ROE. A copy of the referral will be provided to the building administrator for placement into the student's record. Enter into Skyward.

Additional Information:

- The school has discretion in this process based on individual student circumstances such as documented long-term medical absences, documented family emergencies, and/or documented circumstances outside of the control of the student's parent/guardian. If letters are not sent to a specific student/family, the reason must be documented on the designated tracking document.
- In cases where a student has excessive or frequent absences due to "illness", the school may require medical documentation of illness (doctor's notes). Failure to provide documentation will result in future absences being coded as "Unexcused".

Sample Letters to and sample Attendance and Engagement Agreement Follow:

To: Parent or Guardian of STUDENT NAME
From: BUILDING ADMINISTRATOR NAME
Date: DATE
Re: Five Day Absence Letter
Cc: Student File

Your student has been absent for five (5) or more days. Currently, your student has # absences this school year. Although students have many legitimate reasons for absences from school, I want you to be aware of the possible implications of absences should your student's absences become excessive.

In the majority of instances, excessive absences will negatively impact a child's ability to learn as well as their academic performance and their prospects for promotion to the next grade. Good attendance is a key component to academic success, and students who attend regularly do better in school.

The school district's Promotion and Retention Guidelines state that a student must attend school for at least 90% of the school year. If your student does not attend at least 90% of school days, your student may be required to attend summer school in order to be promoted to the next grade. If your student attends school for less than 75% of the school year, your student will be retained without the option of summer school.

Additionally, the state of Illinois identifies individual students as chronic truants and/or chronic absentees based on the number of absences a student has. If a student is identified as chronically truant, there are possible sanctions for students and their families.

Illness and family emergencies happen, and we at SCHOOL are well aware of this. The faculty and staff are here to assist you in any way possible to help improve your student's attendance. If you have any questions, please contact your student's homeroom teacher, TEACHER NAME, or me at PHONE NUMBER.

Sincerely,

NAME, Principal

SPANISH-FIVE DAY

A: Padre o Tutor de NOMBRE DEL ESTUDIANTE
De: NOMBRE DEL ADMINISTRADOR DEL EDIFICIO
Fecha: FECHA
Re: Carta de ausencia de cinco días
CC: Archivo del estudiante

Su estudiante ha estado ausente por cinco (5) o más días. Actualmente, su estudiante tiene # ausencias este año escolar. Aunque los estudiantes tienen muchas razones legítimas para ausentarse de la escuela, quiero que esté consciente de las posibles implicaciones de las ausencias en caso de que las ausencias de su estudiante se vuelvan excesivas.

En la mayoría de los casos, las ausencias excesivas afectarán negativamente la capacidad de aprendizaje del niño, así como su rendimiento académico y sus perspectivas de promoción al siguiente grado. La buena asistencia es un componente clave para el éxito académico y los estudiantes que asisten regularmente obtienen mejores resultados en la escuela.

Las Pautas de Promoción y Retención del distrito escolar establecen que un estudiante debe asistir a la escuela durante al menos el 90% del año escolar. Si su estudiante no asiste al menos al 90% de los días escolares, es posible que tenga que asistir a la escuela de verano para poder ser promovido al siguiente grado. Si su estudiante asiste a la escuela por menos del 75% del año escolar, su estudiante será retenido sin la opción de la escuela de verano.

Además, el estado de Illinois identifica individualmente a estudiantes como ausentismo crónico y/o ausentes crónicos según la cantidad de ausencias que tiene un estudiante. Si un estudiante es identificado como ausente crónico, existen posibles sanciones para los estudiantes y sus familias.

Las enfermedades y las emergencias familiares suceden y en la ESCUELA somos muy conscientes de ello. El personal docente y el personal están aquí para ayudarlo en todo lo posible para ayudar a mejorar la asistencia de sus estudiantes. Si tiene alguna pregunta, comuníquese con el maestro de salón de su estudiante, NOMBRE DEL MAESTRO o conmigo al NÚMERO DE TELÉFONO.

Atentamente,

NOMBRE, Director

RANTOUL CITY SCHOOLS - 400 E. WABASH AVE. - RANTOUL, IL 61866

To: Parent or Guardian of STUDENT NAME
From: BUILDING ADMINISTRATOR NAME
Date: DATE
Re: Ten Day Absence Letter
Cc: Student File

Your student has been absent for ten (10) or more days. Currently, your student has # absences this school year. Although students have many legitimate reasons for absences from school, I want you to be aware of the possible implications of absences should your student's absences become excessive.

The school district's Promotion and Retention Guidelines state that a student must attend school for at least 90% of the school year. If your student does not attend at least 90% of school days, your student may be required to attend summer school in order to be promoted to the next grade. If your student attends school for less than 75% of the school year, your student will be retained without the option of summer school.

A student with 10 or more absences for any reason is considered a "chronic absentee" by the State of Illinois. Students with 10 or more absences may also be considered chronically truant. If a student is identified as chronically truant, there are possible sanctions for students and their families through the Regional Office of Education. Please be aware of the following information from the Regional Office of Education:

The State of Illinois law and school policy require regular daily attendance. Illinois School Code (Section 26-1) states: Whoever has custody or control of any child between the ages of 7-17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.

SCHOOL will make every effort to inform parents of excessive student absences. Daily attendance is mandatory for successful completion of coursework. It is the responsibility of the parents/guardians to see that the student is in regular attendance. The law is specific, and parents/guardians must cooperate with the school to ensure that regular attendance is enforced. Illinois School Code (Section 26-10) states: Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$500.00.

Illness and family emergencies happen, and we at SCHOOL are well aware of this. The faculty and staff are here to assist you in any way possible to help improve your student's attendance. We will be having a meeting to discuss ways that we can help you improve your child's attendance. We believe this is critical to your child's success at school and we would like to take a team approach to helping you and your student.

We have scheduled a phone conference for the date and time listed below. If you need to reschedule, please contact me at PHONE NUMBER.

Date: _____ Time: _____

Sincerely,

NAME, Principal

SPANISH-TEN DAY

A: Padre o tutor de NOMBRE DEL ESTUDIANTE
De: NOMBRE DEL ADMINISTRADOR DEL EDIFICIO
Fecha: FECHA
Re: Carta de ausencia de diez días
CC: Archivo del estudiante

Su estudiante ha estado ausente por diez (10) o más días. Actualmente, su estudiante tiene # ausencias este año escolar. Aunque los estudiantes tienen muchas razones legítimas para ausentarse de la escuela, quiero que esté consciente de las posibles implicaciones de las ausencias en caso de que las ausencias de su estudiante se vuelvan excesivas.

Las Pautas de Promoción y Retención del distrito escolar establecen que un estudiante debe asistir a la escuela durante al menos el 90% del año escolar. Si su estudiante no asiste al menos al 90% de los días escolares, es posible que tenga que asistir a la escuela de verano para poder ser promovido al siguiente grado. Si su estudiante asiste a la escuela por menos del 75% del año escolar, su estudiante será retenido sin la opción de la escuela de verano.

Un estudiante con 10 o más ausencias por cualquier motivo es considerado un "ausente crónico" por el Estado de Illinois. Los estudiantes con 10 o más ausencias también pueden ser considerados ausentes crónicos. Si se identifica a un estudiante como ausente crónico, existen posibles sanciones para los estudiantes y sus familias a través de la Oficina Regional de Educación. Tenga en cuenta la siguiente información de la Oficina Regional de Educación:

La ley y la política escolar del estado de Illinois requieren asistencia diaria regular. El Código Escolar de Illinois (Sección 26-1) establece: Quien tenga la custodia o el control de cualquier niño entre las edades de 7 a 17 años deberá hacer que dicho niño asista a alguna escuela pública en el distrito donde reside el niño durante todo el tiempo que esté en sesión la escuela y durante el período escolar regular.

LA ESCUELA hará todo lo posible para informar a los padres sobre las ausencias excesivas de los estudiantes. La asistencia diaria es obligatoria para completar con éxito el trabajo del curso. Es responsabilidad de los padres/tutores asegurarse de que el estudiante asista regularmente. La ley es específica y los padres/tutores deben cooperar con la escuela para garantizar que se cumpla la asistencia regular. El Código Escolar de Illinois (Sección 26-10) establece: Cualquier persona que tenga la custodia o el control de un niño... que, a sabiendas y voluntariamente, permita que dicho niño persista en su ausentismo escolar durante ese año escolar, al ser declarado culpable de ello deberá... estar sujeto a no más de 30 días de prisión y/o multa de hasta \$500.00.

Las enfermedades y las emergencias familiares suceden y en la ESCUELA somos muy conscientes de ello. El personal docente y el personal están aquí para ayudarlo en todo lo posible para ayudar a mejorar la asistencia de sus estudiantes. Tendremos una reunión para discutir formas en que podemos ayudarlo a mejorar la asistencia de su hijo. Creemos que esto es fundamental para el éxito de su hijo en la escuela y nos gustaría adoptar un enfoque de equipo para ayudarlo a usted y a su estudiante. Hemos programado una conferencia telefónica para los datos y horarios que se indican a continuación. Si necesita reprogramar, comuníquese conmigo al NÚMERO DE TELÉFONO.

Fecha: _____ Hora: _____

Atentamente,

NOMBRE, Director

To: Parent or Guardian of STUDENT NAME
From: BUILDING ADMINISTRATOR NAME
Date: DATE
Re: 15 Day Absence Letter
Cc: Student File

Your student has been absent for 15 or more days. Currently, your student has # absences this school year. We have made several attempts to support and improve the attendance of your student. Due to a lack of improvement in attendance, we are now obligated to turn the information over to the Regional Office of Education Attendance Improvement Team. A representative from the ROE will reach out to you to discuss next steps.

Please be aware of the following information from the Regional Office of Education:

The State of Illinois law and school policy require regular daily attendance. Illinois School Code (Section 26-1) states: Whoever has custody or control of any child between the ages of 7-17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.

SCHOOL will make every effort to inform parents of excessive student absences. Daily attendance is mandatory for successful completion of coursework. It is the responsibility of the parents/guardians to see that the student is in regular attendance. The law is specific, and parents/guardians must cooperate with the school to ensure that regular attendance is enforced. Illinois School Code (Section 26-10) states: Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$500.00.

Finally, for most students, 15 days of absence equates to missing more than 9% of the school year. The school district's Promotion and Retention Guidelines state that a student must attend school for at least 90% of the school year. If your student does not attend at least 90% of school days, your student may be required to attend summer school in order to be promoted to the next grade. If your student attends school for less than 75% of the school year, your student will be retained without the option of summer school. At this time, due to the high number of absences this school year, your student is now at high risk of needing to attend summer school and may be retained in the current grade.

Sincerely,

NAME, Principal

SPANISH-FIFTEEN DAY

A: Padre o tutor de NOMBRE DEL ESTUDIANTE
De: NOMBRE DEL ADMINISTRADOR DEL EDIFICIO
Fecha: FECHA
Re: Carta de ausencia de 15 días
CC: Archivo del estudiante

Su estudiante ha estado ausente por 15 días o más. Actualmente, su estudiante tiene # ausencias este año escolar. Hemos hecho varios intentos para apoyar y mejorar la asistencia de su estudiante. Debido a la falta de mejora en la asistencia, ahora estamos obligados a entregar la información al Equipo de Mejora de la Asistencia de la Oficina Regional de Educación. Un representante de ROE se comunicará con usted para analizar los próximos pasos.

Tenga en cuenta la siguiente información de la Oficina Regional de Educación:

La ley y la política escolar del estado de Illinois requieren asistencia diaria regular. El Código Escolar de Illinois (Sección 26-1) establece: Quien tenga la custodia o el control de cualquier niño entre las edades de 7 a 17 años deberá hacer que dicho niño asista a alguna escuela pública en el distrito donde reside el niño durante todo el tiempo que esté en sesión la escuela y durante el período escolar regular.

LA ESCUELA hará todo lo posible para informar a los padres sobre las ausencias excesivas de los estudiantes. La asistencia diaria es obligatoria para completar con éxito el trabajo del curso. Es responsabilidad de los padres/tutores asegurarse de que el estudiante asista regularmente. La ley es específica y los padres/tutores deben cooperar con la escuela para garantizar que se cumpla la asistencia regular. El Código Escolar de Illinois (Sección 26-10) establece: Cualquier persona que tenga la custodia o el control de un niño... que, a sabiendas y voluntariamente, permita que dicho niño persista en su ausentismo escolar durante ese año escolar, al ser declarado culpable de ello deberá... estar sujeto a no más de 30 días de prisión y/o multa de hasta \$500.00.

Finalmente, para la mayoría de los estudiantes, 15 días de ausencia equivale a perder más del 9% del año escolar. Las Pautas de Promoción y Retención del distrito escolar establecen que un estudiante debe asistir a la escuela durante al menos el 90% del año escolar. Si su estudiante no asiste al menos al 90% de los días escolares, es posible que tenga que asistir a la escuela de verano para poder ser promovido al siguiente grado. Si su estudiante asiste a la escuela por menos del 75% del año escolar, su estudiante será retenido sin la opción de la escuela de verano. En este momento, debido a la gran cantidad de ausencias este año escolar, su estudiante corre un alto riesgo de necesitar asistir a la escuela de verano y puede ser retenido en el grado actual.

Atentamente,

NOMBRE, Director

NOTE: This is a SAMPLE. Schools may consider using this template as is or modify it to suit their purpose.

Insert School Banner

Attendance and Engagement Agreement

(Optional – insert school attendance slogan if you have one)

At *(insert name of school)*, we believe each and every student can be successful when students, families and the school work together to increase students' school attendance.

This agreement outlines the responsibilities of students, families and the staff at this school in setting students up for successful learning.

Optional: List your expectations or a specific commitment

By signing this agreement, students, families and the school are making a commitment to each other that they will fulfill their roles and responsibilities for achieving the best possible learning outcomes for students.

Student's Agreement *(Optional. School to remove or modify as desired.)*

I want to learn new things every day and do my best at school.

In signing this agreement, I agree to:

- ☐ Arrive at school on time
- ☐ Arrive at my classes on time *(for secondary students)*
- ☐ Be ready to learn
- ☐ Have a positive attitude
- ☐ Always do my best
- ☐ Ask for help when I need it
- ☐ Establish a good study routine so that I can complete schoolwork on time
- ☐ Do my homework
- ☐ Work with my teachers and parents to achieve my goals.

I have thoroughly read and understood the information contained in this agreement and will abide by it.

Student's name: _____

Class: _____

Student's signature: _____ Date: _____

Parent/Guardian Agreement *(School to modify as desired.)*

I want to help my student learn each and every day and to achieve success.

In signing this agreement, I agree to:

- ☐ Send my student to school every day, unless he/she is unwell
- ☐ Make sure my student arrives at school on time (school starts at *insert time*)
- ☐ Make sure my student arrives at school ready to learn
- ☐ Encourage and support my student's learning at home
- ☐ Help my student to establish a good study routine so that he/she can complete schoolwork on time
- ☐ Talk with teachers about any problems that may affect my student's learning
- ☐ Be open and responsive to communication from my student's teachers or other school staff
- ☐ Encourage my student to do his/her homework and to ask for help at school if needed
- ☐ Reinforce the importance of education and that school is a place for learning.

I have thoroughly read and understood the information contained in this agreement and will abide by it.

Parent's/Guardian's name(s): _____

Parents/Guardians signature(s): _____ Date: _____

_____ Date: _____

School's Agreement *(School to modify as desired.)*

The staff at *(insert name of school)* want to help each student to learn each and every day and to achieve the very best results that she/he can.

In signing this agreement, I agree that the staff at this school will:

- ☐ Provide quality teaching that is based on principles of effective learning and teaching
- ☐ Prioritize resources in the most effective way to advance each student's achievement
- ☐ Provide learning experiences and expectations that match each student's needs
- ☐ Implement fair and supportive behavior management strategies in line with school policy
- ☐ Inform parents about their child's progress and behavior
- ☐ Be available to talk with parents and be open and receptive to their issues and ideas
- ☐ Communicate both positive and negative feedback to parents about their child
- ☐ Constantly reflect on our practices and ensure we are doing all we can to meet the needs of each individual student.

I have thoroughly read and understood the information contained in this agreement and will abide by it.

Principal's name: _____

Principal's signature: _____ Date: _____