June 28, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education


I am excited to release the 2019 Revised Alabama Attendance Manual in support of our challenge to increase student attendance and to reduce the obstacles impeding student success in school and in the future workplace. The major focus of this manual is to provide guidance to the local education agencies (LEAs) and to assist persons who are new to positions connected to attendance, such as attendance officers and registrars. Roles and responsibilities in a pacing-chart format and an easy reference to laws, resources, and templates are just a few of the areas in the manual.

The attendance committee members, along with LEA practitioners, identified topics and obstacles evidenced to be detrimental in providing consistency and fairness across the state regarding attendance, such as attendance reporting and coding. Additional topics and areas of interest include Virtual Learning, allowable school activities, definitions of chronic absenteeism for the federal reporting and as a State Accountability School Quality Indicator, Student Data Portal, and No Shows. Several professional development sessions will be shared during the MEGA Conference in July and during the five regional trainings beginning in August 2019. The announcement of dates and locations are forthcoming. Pending federal approval of the Alabama Every Student Succeeds Act Plan and new legislation regarding attendance, additional information will be shared.

It is exciting to know that such a major factor in the success of students is possible and cost-effective in terms of interventions and in recording accurate data. I encourage you to have a discussion with stakeholders in your community and schools, as an Attendance Awareness special event(s) is planned for August and September. A copy of the manual may be accessed on the Alabama State Department of Education website at www.alsde.edu. Please share any photos or social media releases with Dr. Kay A. Warfield, Education Administrator, Prevention and Support Services, by email at kaw@alsde.edu and pin your school system/school on the Attendance Works website.

EGM/KAW/KM

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