Tier 1 Attendance Teaming Routine Checklist

How are we currently doing?

☐ Weekly calendared meetings
\square Clear roles and responsibilities
\square Team Lead: Designs and facilitates meetings
\square Data Champion: Makes sure visual data is ready for meetings
\square Note Taker: Takes meeting notes and makes sure decisions and action items are tracked
☐ Norm Keeper: Helps team follow norms
\square Tier 1 data is prepped and used during the meeting
\square Bring % of students with <2 absences cumulative month to date
\square Follow-up and report on previous next steps
☐ Reflect on data: What worked? What needs to change?
\square Decide on next steps using Tier 1 evidence-based strategies
$\hfill\Box$ Communicated "next steps" and data with all staff
We then move on to tier 2 and 3 cuppert for students

