

# Attendance Team Sample Meeting Agenda

Minutes	Topic	Role
5	Align on meeting goals and focus: Identify all tier 3 students and create an outreach plan	Attendance team lead
10	<p>Review list of Tier 3 students from SIS data and assign a staff member to support students</p> <p><b>Questions to ask:</b></p> <ul style="list-style-type: none"> <li>• Are there any patterns or trends?</li> <li>• Which students surprise your team?</li> <li>• Who in your school has relationships with these students?</li> </ul>	Data role & team lead
10	<p>Draft a message to send to these students, or select a template from your school's communication solution</p> <p><i><b>Pro Tip:</b> Consider sending messages while you are in the meeting together to see how parents reply and identify those who are flagged as non-contactable.</i></p>	Assigned staff if they are present in the meeting
10	<p>Brainstorm ideas to support Tier 3 students, leading with empathy</p> <p><i><b>Pro Tip:</b> Understanding the 'why' behind absences is the best way to start thinking about 'how' you can help.</i></p>	All
5-10	Align on action items from the meeting and re-visit your annual SMART goal	Attendance team lead