

Central Texas Attendance Peer Learning Network TEAM APPLICATION

Thank you for your interest in partnering with [E3 Alliance](#) and [Attendance Works](#). E3 Alliance is committed to driving systems change and improving student outcomes in Central Texas. To address and continue to support attendance efforts in the region, we are launching an Attendance Peer Learning Network in partnership with Attendance Works focused on improving student outcomes by increasing attendance or reducing chronic absenteeism.

The Attendance Peer Learning Network offers local schools the opportunity to increase student attendance – and consequently, academic outcomes – through the use of disaggregated data, peer-to-peer learning, coaching, and technical assistance using evidence-based prevention and intervention strategies and continuous improvement tools. If selected, your team will select one student outcome (e.g., reading, math, high school graduation, or college readiness) to focus on based on local needs and drivers. All school teams in the Attendance Peer Learning Network will use a common strategy (attendance) to improve student outcomes.

Metrics of Success

The Attendance Peer Learning Network will convene teams from local secondary schools over a 12 month period during the 2018-19 school year to increase attendance rates and/or reduce chronic absenteeism. Only middle and high schools from the 5 county Central Texas MSA are eligible. Each team will be comprised of 3-5 staff members working to increase attendance, and ultimately, a student outcome. **To be eligible for the Attendance Peer Learning Network, a school must:**

- Have a team that is made up of at least 1 campus administrator, 1 school district representative, and campus staff whose roles focus on supporting attendance efforts. Team members who can increase staff capacity to implement strategies and improve student outcomes that will be addressed through those attendance efforts are key.
 - Have at least one representative on the team that can provide data regarding attendance or chronic absenteeism rates. *Priority will be given to applications that include a school district participant focused on attendance improvement efforts as part of their role.*
- Select a student outcome/outcomes (e.g., reading, math, high school graduation, or college readiness) that is impacted by attendance/chronic absenteeism.
 - *Priority will be given to applications that provide evidence that attendance or chronic absenteeism is a driver for the selected student outcome the team will be working to impact.*
- Have a data sharing agreement that allows the school to regularly collect and share disaggregated attendance and/or chronic absenteeism data and outcome level data (e.g., reading, math, high school graduation, or college readiness data) at the student level.
- Be able to regularly collect/access and analyze disaggregated data on attendance or chronic absenteeism that can be used in a rapid cycle continuous improvement process. Be able to connect this data with the student outcome data.

Data Requirements

Minimum	Preferred
Monthly, school-level, attendance data	Weekly or biweekly, student-level, grade-level, and/or classroom-level, chronic absenteeism data

- Be able to fully prepare for, attend, and participate in all Attendance Peer Learning Network activities and to implement attendance strategies between sessions.

Logistics & Location

The Attendance Peer Learning Network is comprised of **3 in-person learning sessions and monthly coaching calls* and/or webinars** over a 12-month period, from May 2018 through May 2019 with a four-month follow-up webinar to review impact and outcome data. Participants are expected to attend and be fully engaged in all sessions and to implement attendance interventions between learning sessions.

**Individual coaching calls will be scheduled in the months between learning sessions.*

The dates and locations for the sessions are as follows:

Date	Event	Location
May 21, 2018 9 AM – 11 AM	Orientation	ACC Highland Business Center Room 301
August 2018	CTX Attendance Summit	TBD
September 2018	Learning Session 1	In-Person
October 2018	Coaching Calls	
November 2018	Learning Session 2	Webinar
December 2018	Coaching Calls	
January 2019	Learning Session 3	In-Person
February 2019	Coaching Calls	
March 2019	Learning Session 4	Webinar
April 2019	Coaching Calls	
May 2019	Reflection and Wrap-Up	In-Person
September 2019	Review of Outcome Data/Impact	Webinar

Part I: Applicant Information

Please complete all information requested below. Title 1 Campuses receive priority.

Campus Name

School District

Campus Principal

Principal's Phone Number

Please list all team members that will participate in the Attendance Peer Learning Network. Teams can be made up of 3-5 members working to increase attendance at the campus listed above. Each team must include at least 1 campus administrator, 1 school district representative, and campus staff whose roles focus on supporting attendance efforts.

Participant 1 – Team Leader

Name (first and last)

Email Address

Title/Position

Phone Number

Participant 2 – Team Member

Name (first and last)

Email Address

Title/Position

Phone Number

Participant 3 – Team Member

Name (first and last)

Email Address

Title/Position

Phone Number

Participant 4 – Team Member

Name (first and last)

Email Address

Title/Position

Phone Number

Participant 5 – Team Member

Name (first and last)

Email Address

Title/Position

Phone Number

Part II: Application Questions

Please answer the following questions as a team. Submit 1 response per team.

1) Why/how will participating in the Attendance Peer Learning Network help your school?

2) Is your school/school district currently pursuing strategies to increase attendance or reduce chronic absenteeism? If yes, what strategies have been implemented and what has the impact of those strategies been?

3) What result(s) does your team hope to accomplish by participating in Attendance Peer Learning Network?

- 4) What kind of attendance data is currently being collected and/or what data will be collected in the 2018-2019 school year (e.g., average daily attendance, chronic absenteeism, etc.)? How does this data show which students (or groups of students) should be targeted for attendance interventions?

- a) What is the source of your attendance/chronic absenteeism data? Who collects the data and how often is the data collected? (e.g., monthly, bi-weekly, weekly)?

- b) Is the data disaggregated? If so, how (e.g., by school, by grade, by classroom, by race, by socioeconomic status)? Do you have access to student-level data?

- 5) Which of the following student outcomes is attendance or chronic absenteeism a key driver or contributing factor for your school? (Select all that apply).

- Reading Math High School Graduation College Readiness

How do you know (e.g., local data, experience)?

Note: Your school/district may work on attendance strategies for other student outcomes. However, for the Attendance Peer Learning Network you will report out on only one outcome.

Part III: Pre-Work

Using the **Attendance Peer Learning Network Template** please provide information about

- 1) Your school's desired result related to your chosen student outcome
- 2) Who is currently engaged in the work to improve that student outcome
- 3) The current state of attendance/chronic absenteeism in your school
- 4) Your school's current achievement level related to your student outcome
- 5) The linkage between attendance/chronic absenteeism and that outcome

[Click here](#) to access the template.

This template provides additional detail and understanding for the application reviewers. This template will also be used for future presentations and data walks if your school is selected to participate in the Attendance Peer Learning Network. *Descriptions of what should be included on each slide and helpful tips or resources are included in the Notes section of each slide.*

Part IV: Data Sharing Information

Please attach the data sharing agreement from your school district that allows for the collection and sharing of student-level, disaggregated outcome data, and attendance data/chronic absenteeism data for the 2018-2019 school year.

Part V: Applicant Endorsement

Our campus would like to apply for the Attendance Peer Learning Network. We believe that we have met the following eligibility requirements:

- ✓ Have a team that is made up of a campus administrator that leads attendance efforts, a school district representative, school staff, and or parent/community leader whose focus is on attendance as a priority and can increase staff capacity to implement strategies and improve student outcomes that will be addressed through attendance efforts.
- ✓ Have a student outcome that is significantly impacted by attendance or chronic absenteeism in our school.
- ✓ Have a campus-wide focus on the student outcome that is linked to attendance/chronic absenteeism.
- ✓ Currently collecting disaggregated data on attendance/chronic absenteeism and have the ability to access and analyze data for rapid cycle improvement.
- ✓ Commitment to building continuous improvement capacity.
- ✓ Have a relationship with at least one community partner that is willing to partner on attendance strategies.
- ✓ Able to fully prepare for, attend and participate in all Attendance Peer Learning Network activities, to implement interventions between learning sessions, and to share learnings. (Note: Preparation includes pulling/analyzing disaggregated data, required readings, slide creation, and application of tools/skills.)

By submitting this application, we accept the conditions outlined above.

Participant #1 Team Lead Signature:

Date:

Participant #2 Signature:

Date:

Participant #3 Signature:

Date:

Participant #4 Signature:

Date:

Application and Decision Notification Dates

This application is due on Friday, March 9th. Applicants will receive confirmation of receipt upon submission. School teams will be notified of acceptance into the Attendance Peer Learning Network by Friday, April 13, 2018. All teams selected to participate will be required to attend a mandatory orientation meeting on Monday, May 21, 2018. A \$750 membership fee will be due upon notification of acceptance into the network.

Application Deadline: Friday, March 9, 2018

Only complete applications submitted by this date will be considered.

Complete applications include Parts I – V of the Attendance Peer Learning Network Application which includes two required attachments:

- Attendance Peer Learning Network Template
- MOU or other form of data sharing agreement that allows for the collection and sharing of disaggregated outcome data, attendance data and/or chronic absenteeism data

Schools will be notified of acceptance into the Attendance Peer Learning Network by Friday, April 13, 2018.

Application Submission

School District Approval:

Superintendent/Superintendent Designee Signature

Date

Please send your completed application, including supplemental documents, electronically to:

Sonia Dominguez
Director of Student Success
E3 Alliance
sdominguez@e3alliance.org

DEADLINE: Friday, March 9, 2018