|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION STEP** | **RESPONSIBILITIES** | **TIMELINE** | **RESOURCES** | **POTENTIAL BARRIERS** |
| **Step 1:** Students incentive program initiated for students who don’t have any unexcused absences each moth. | Suzie Q – working with local companies for incentive donations Attendance Advocate – check attendance reports monthly and award students | By October 1 | Incentives – gift cards, clothing, electronics, etc. | MoneyOnly having on person tracking attendance |
| **Step 2:** Advertise incentive program to students to create excitement | Link Leaders – Create posters (Pending Link Crew Coordinator approval)Parent Liaison – Daily announcements and schedule Robo-calls to notify parents | Sept. 29th – start making announcements and hang posters | Paper, paint/paint brushes or marker, tape | Link Crew leader won’t have timeParent Liaison needs to be out of office |
| **Step 3:** |  |  |  |  |
| **Step 4:** |  |  |  |  |
| **Step 5:** |  |  |  |  |
| **Step 6:** |  |  |  |  |

**EVIDENCE OF SUCCESS:** Attendance will increase.

**EVALUATION PROCESS:** At the end of the first semester, we will evaluate attendance and make adjustments as necessary.