



Attendance Matters

Training Starter Template

Objectives: All participants in the training will be able to:

- Explain why it is important to reinforce good attendance during out-of-school time.
- Identify techniques for fostering good attendance.
- Discuss goals and strategies for data collection and sharing between school and afterschool.

Total Amount of Time: _____

Number of Participants: _____

Preparation: _____

Materials: _____

Training Opening

- Engage Participants _____ minutes
(Begin with icebreaker/warm-up activity related to the topic.)

- Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, and share objectives and agenda.)

Training Middle

_____ minutes

(Explain the topic in detail, demonstrate and discuss the concept, and practice and apply the topic.)

- Brainstorm a list of benefits related to regular attendance in out-of-school time programs, such as: reinforcing learning, building skills over time, full participation in longer-term or more complex projects, developing good work habits and time management, building relationships, improved school-day attendance, etc.
- Ask what is done now to foster steady attendance, and what policies or procedures are in place to address poor attendance. For example, are parents called when a student misses the program for a certain number of days.
- Discuss techniques for building a culture of regular attendance among youth and families, such as creating youth-oriented activities and projects, and sending calendars, awards, logs, and positive notices home and to school. Explain that the best way to create a culture of regular attendance is building strong relationships with children and youth.





Attendance Matters

Training Starter Template

- In pairs or small groups, have participants discuss how the current culture of regular attendance in the program could be improved. Strive to exceed minimum attendance requirements.
- Discuss how participants might use attendance data from schools. If staff know of individuals with attendance issues, how can afterschool help? Elicit suggestions, such as increased outreach to such youth and their families and the identification of causes.
- Discuss sharing afterschool and school-day attendance data across systems. What would it take?
- In pairs or small groups, prepare attendance targets, SMART goals for reinforcing good attendance, and an action plan covering the next three months (or another appropriate time frame). If time is limited, you may wish to finish this activity at a later date.
- Share in full group. Identify the desired communication with schools, and determine who will take the next steps to implement attendance alignment with the school.

Training Wrap-Up and Closing

- Summarize and Consolidate _____ minutes
(Connect back to the objectives, check for understanding and discuss questions.)

- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

- Closing Comments _____ minutes
(Acknowledge, motivate and inspire.)

Post-Training Assessment and Revision

- Check effectiveness of training through formal or informal assessment.
- Note changes to make in future training events.
- Note areas for additional training.

