

MTSS Attendance Needs

Assessment Protocol

Purpose

This protocol is designed to guide your leadership team through a structured discussion and activity to assess the needs of your district's MTSS attendance initiative.

Time

Approximately 90 minutes

Materials Needed

- Whiteboard or large paper sheets
- Markers
- Sticky notes
- Timer
- Copies of relevant attendance data
- Summary of stakeholder feedback (from students, staff, families, and community)
- Copies of the Needs Assessment Worksheet (one per participant)

Roles

- **Facilitator:** Guides the process and keeps time
- **Notetaker:** Records key points and decisions
- **Timekeeper:** Assists the facilitator in maintaining the schedule

Protocol Steps

1. **Setting the Stage** (5 minutes)
 - Facilitator welcomes the group and reviews the purpose of the meeting
 - Briefly outline the protocol steps
2. **Data Review** (15 minutes)
 - Present key attendance data and stakeholder feedback summaries
 - Participants silently review the information
3. **Clarifying Questions** (5 minutes)
 - Participants ask clarifying questions about the data
 - Only questions seeking factual information are allowed at this stage
4. **Individual Reflection** (10 minutes)
 - Participants individually write responses to these prompts on sticky notes:
 1. What surprises you about this data?
 2. What patterns do you notice?
 3. What challenges does this data reveal?
 4. What strengths can we build upon?

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5. **Sharing Insights** (15 minutes)
 - Each participant shares their key insights
 - Notetaker records main points on the whiteboard
 - No discussion at this stage, just listening
6. **Identifying Themes** (10 minutes)
 - As a group, identify common themes from the shared insights
 - Cluster similar sticky notes together
7. **Gap Analysis** (15 minutes)
 - Divide into small groups
 - Each group discusses:
 1. Where are we now in terms of attendance support?
 2. Where do we want to be?
 3. What are the gaps between our current state and desired state?
8. **Solution Brainstorming** (10 minutes)
 - Remain in small groups
 - Brainstorm potential solutions or strategies to address the identified gaps
 - Write each idea on a sticky note
9. **Gallery Walk** (10 minutes)
 - Post all solution ideas on the wall
 - Participants silently review all ideas
 - Each participant gets 3 dot stickers to vote on their top priorities
10. **Consensus and Next Steps** (10 minutes)
 - As a full group, discuss the top-voted ideas
 - Agree on 3-5 priority actions
 - Assign responsible parties and set deadlines for each action
11. **Reflection and Closing** (5 minutes)
 - Each participant shares one key takeaway from the session
 - Facilitator summarizes next steps and thanks the group

Follow-up

- Notetaker compiles and distributes meeting notes, including identified priorities and action steps
- Schedule a follow-up meeting to review progress on action items

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Assessment Worksheet

Instructions

Fill out this worksheet collaboratively during your needs assessment meeting. Use the spaces provided to record key insights and decisions.

1. Stakeholder Insights Summary

Students

Aspect	Notes
Key insights from student voice activities	
Main attendance barriers identified	
Student-suggested solutions	

Staff

Aspect	Notes
Primary attendance challenges observed	
Suggested interventions or improvements	
Resources or support needed	

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Families

Aspect	Notes
Main reasons for absences reported	
Suggested supports or accommodations	
Communication preferences	

Community

Aspect	Notes
Factors affecting school attendance	
Potential partnerships or resources	
Suggestions for improving connections	

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2. Data Analysis Highlights

Current overall attendance rate: _____%

Percentage of students in each tier:

- Tier 1: _____%
- Tier 2: _____%
- Tier 3: _____%

Most common reasons for absences:

1. _____
2. _____
3. _____

Patterns in absenteeism:

Other key findings:

3. Current MTSS Attendance Practices

Strengths

1. _____
2. _____
3. _____

Areas for Improvement

1. _____
2. _____
3. _____

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4. Resource Assessment

Resource Type	Current Status	Gaps/Needs
Staff		
Technology tools		
Budget allocation		
Professional development		

5. Prioritized Goals

Timeframe	SMART Goal
Short-term (3 months)	
Mid-term (6 months)	
Long-term (1 year)	

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6. Action Plan

Action	Responsible Party	Deadline
1.		
2.		
3.		
4.		
5.		

7. Follow-up Plan

Date for next review meeting: _____

Team members responsible for tracking progress:

1. _____
2. _____
3. _____

Method for tracking and reporting progress:
