

Campus Dropout Prevention & Recovery Activities

Activities	Person(s) Responsible (if applicable)	Timeline
Recover Leavers and current year No-Shows Implement Dropout Recovery Strategies identified in the Secondary Student Success Toolkit www.austinisd.org Examples of recovery tools are telephone calls, seeking information from students, teachers, parents, others, and physically looking for student(s), Seek to enroll leavers / no-shows in a high school diploma program if student is a dropout Document applicable leaver code on PEIMs Blue or Pink form (obtain forms from campus PEIMS clerk)	Dropout Recovery Team	August-last Friday in Sept. (School Start Window)
Enter No Show List	Attendance Clerks	August (no later than last Friday in August)
Middle School Dropout Prevention Specialist with less than 2% dropout rate assist w/high school recovery	District Dropout Prevention Coordinator & Middle School Office Director	August until no-show data is entered
Monitor Dropout Recovery Efforts and accuracy of web based leaver roster	Principal / Assistant Principal	August-September Monitor throughout school year
Notify High School or Middle School Office if additional support is needed prior to school start window	Principal	August –last Friday in Sept (School start –window)
High School personnel respond to middle school request for record information w/ in 48-hours or less	Principal Secretary or Registrar	August-last Friday in Sept (School start-window)
High School personnel input leaver code data for M.S. w/ in 48-hours upon request	High School PEIMS Clerk	August-last Friday in Sept (School start-window)
Check PET for student enrollment in another Texas Public School	PEIMS Clerk/ Dropout Prevention Specialist	August- September (daily) After Sept. continue to check PET as appropriate
Enter Leaver code changes Based on supporting documentation	PEIMS Clerk	August-September (daily) Continue to enter code changes throughout the school year
Ensure Teachers are taking daily attendance	Principal	August-September Monitor throughout the year

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Establish Impact Team meeting dates, times, share Impact purpose and process with teachers	Principal / Assistant Principal	August- September
Implement an intervention plan for recovered dropouts	Impact Team, Counselor, Dropout Prevention Specialist	August-September
Run "SASI" Teachers Not Taking Attendance, verify teachers submitting accurate attendance. Notify Principal of discrepancies	Attendance Clerk Dropout Prevention Specialist	August-September Monitor throughout the school year
Discuss w/ Justice of The Peace possibility of holding court on campus	Principal	September /October
Establish and implement intervention system prior to dropping students due to absences	Principal/ Dropout Recovery Team members / Assistant Principal(s)	September/October
Monitor accuracy of web-based leaver roster and dropout recovery efforts	Dropout Prevention Specialist/ Assistant Principal	October/ November Monitor throughout the school year
Implement student attendance interventions- Attendance Contracts, etc.	Dropout Prevention Specialist/ Impact Team	October/ November Continue attendance interventions throughout the school year
File Truancy Charges if all other interventions not effective	Dropout Prevention Specialist/ Assistant Principals	October / November File truancy charges as applicable throughout the school year
Host Attendance Education Forum reference-Secondary Student Success Toolkit & Impact On-line Library	Dropout Prevention Specialist/ Parent Support Specialist or other campus designee	October/ November Hold another Attendance Education Forum in the Spring
Review dropout and graduation numbers for accuracy prior to Jan. PEIMS submittal	Principal / Assistant Principal	November/December
Review leaver list, modify recovery plan as necessary.	Dropout Recovery Team	December/ January
Review graduation & cohort list with Dropout Recovery Team and help prioritize recovery efforts	Principal / Assistant Principal	February / March
Continue Dropout Recovery and Attendance Interventions	Dropout Recovery Specialist Impact Team, Assistant Principals	April / May
Establish Campus Dropout Recovery Team	Principal	May/ June
Recover applicable 12 th graders/provide interventions	Principal / Assistant Principal Dropout Recovery Team	June-Last Friday in August

