

Addressing Enrollment and Attendance Challenges

Purpose: To improve student participation, sustain program impact, and address barriers to consistent attendance, this guidance offers a structured approach to diagnosing challenges, implementing targeted solutions, and continuously monitoring progress. Use this tool to identify root causes of enrollment and attendance issues and drive strategic action within your tutoring program.

Phase 1: Identifying Common Challenges

Before taking corrective action, review the most frequent barriers to attendance:

- **Lack of Awareness:** Families, students, and staff may not be fully informed about the program's benefits and structure which may lead to low attendance.
- **Low Teacher Investment:** Teachers may not be engaged due to insufficient communication or program planning, leading teachers to prioritize other responsibilities.
- **Confusion Over Responsibilities:** Ambiguity in roles related to attendance tracking, and coordination may result in incomplete tasks that hinder implementation.
- **Ineffective Student-Tutor Pairings:** Poorly matched pairs or insufficient time to build rapport may reduce student engagement.
- **Unengaging Instructional Materials:** Sessions may be too easy, tedious, or overly complex, leading to student disengagement.
- **Inconsistent School-Wide Attendance:** Broader attendance issues can negatively impact tutoring participation.

Reflect	Notes
Define the problem or areas of improvement.	

Phase 2: Implementing Targeted Solutions

1. Establish Strong Logistical Systems

- Develop a **recruitment plan** to boost awareness and participation.
- Implement an **attendance plan** that streamlines processes for families and staff.
- Create an **attendance tracker** and **establish data collection procedures** to monitor participation rates and identify trends.
- Establish an **absence communication protocol** to follow up with missing students.

2. Define Clear Roles and Responsibilities

- Assign a **district program coordinator** responsible for attendance oversight.

- Designate a **school-level point person** to manage day-to-day attendance and engagement efforts.

Example defining clear roles:

Role	Key Responsibilities for Boosting Attendance
Program Director	Oversee strategic outreach efforts, set attendance goals, and allocate resources to support recruitment.
School Principal	Promote the tutoring program school-wide, ensure alignment with academic goals, and engage staff in supporting attendance efforts.
Tutoring Coordinator	Coordinate scheduling, track participation data, and implement targeted outreach strategies for students with low attendance.
Teachers	Encourage students to attend, communicate benefits to families, and integrate tutoring discussions into classroom activities.
Counselors	Identify students who would benefit from tutoring, provide referrals, and support personalized outreach to families.
Family Engagement Specialist	Develop family communication strategies, organize information sessions, and address barriers to participation.
Tutors	Build relationships with students, promote tutoring benefits, and encourage consistent attendance through engagement and motivation.

3. Foster Communication and Collaboration

- Set a **regular meeting schedule** between district and school leaders to review progress and problem-solve challenges.
- Develop a **meeting agenda** with **routine data analysis questions** that include key topics such as attendance trends, outreach strategies, and tutor effectiveness.

4. Build Strong Relationships to Improve Attendance

- **Communicate the value** of relationship-building to your tutors.
- Provide **guidelines** around appropriate **methods** and **session time** to expressly engage in relationship-building activities.
- Coordinate **student-to-tutor pairings** that prioritize compatibility and relationship building.
- Create **additional opportunities for one-on-one student-tutor connections** outside the tutoring sessions, such as informal check-ins or mentorship activities.

Reflect	Notes
What solutions could be implemented?	

Phase 3: Implementation and Continuous Monitoring

Use this tracker to support your implementation of actions established in Phase 2.

Tracker for Implementing Solutions and Monitoring Status of Implementation			
Targeted Solution	Evidence	Status	Related files
Establish Strong Logistical Systems	Recruitment Overview	Not Started ▾	
	Attendance Plan	Not Started ▾	
	Attendance Tracker	Not Started ▾	
	Absence Communication	Not Started ▾	
Define Clear Roles and Responsibilities	District program coordinator for attendance	Not Started ▾	
	School-level point person	Not Started ▾	
Foster Communication and Collaboration	Meeting schedule between district and school	Not Started ▾	
	Meeting agenda	Not Started ▾	
Build Strong Relationships	Student-to-tutor assignments	Not Started ▾	
	Additional opportunities for 1:1 connections	Not Started ▾	