



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
 State Superintendent of Education

August 18, 2021

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey *EGM*
 State Superintendent of Education
RE: 2021-2022 Alabama Attendance Manual

I am excited to release the 2021 Alabama Attendance Manual in support of our challenge to increase student attendance and to reduce the obstacles impeding student success in school and in the future workplace. The major focus of this manual is to provide guidance to the local education agencies (LEAs) and to assist persons who are new to positions connected to attendance, such as attendance officers and registrars. Roles and responsibilities in a pacing-chart format and an easy reference to laws, resources, and templates are just a few of the areas in the manual.

The attendance committee members, along with LEA practitioners, identified topics and obstacles evidenced to be detrimental in providing consistency and fairness across the state regarding attendance, such as attendance reporting and coding. Additional topics and areas of interest include Learning Preferences, allowable school activities, definitions of chronic absenteeism for the federal reporting and as a State Accountability School Quality Indicator, Student Data Portal, and screenshots of the new reports in PowerSchool. Professional development sessions were shared during the MEGA Conference in July and at the five regional trainings in July and August 2021. These trainings were identified in PowerSchool Professional Learning. A copy of the manual may be accessed on the Alabama State Department of Education website at [Attendance - Alabama State Department of Education \(alabamaachieves.org\)](http://alabamaachieves.org).

It is exciting to know that such a major factor in the success of students is possible and cost effective in terms of interventions and in recording accurate data. I encourage you to have a discussion with stakeholders in your community and schools, as Attendance Awareness special events are planned for August and September. Please share any photos or social media releases with Dr. Kay A. Warfield, Education Administrator, Prevention and Support Services, by email at kaw@alsde.edu and pin your school system/school on the Attendance Works website.

EGM/KAW/SB

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