



ATTENDANCE ACADEMY

PRODUCT INVENTORY

Complete Toolkit for Student Attendance Intervention

This document provides a complete inventory of all materials included in your Attendance Academy Suite. Each resource has been designed to support facilitators, staff, and administrators throughout every stage of the attendance intervention process.

SUITE OVERVIEW The Attendance Academy Suite is organized into five core areas:

Curriculum Guides	Tracking & Data	Communication	Recognition	Training Materials
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COMPLETE RESOURCE INVENTORY

Document / Resource	File Format	Category	Included
◆ TRAINING AND LAUNCH			
Informational Flyer	PDF / Print-Ready	Training & Launch	✓
Staff Training Slide Deck	PowerPoint (.pptx)	Training & Launch	✓
Facilitator Checklist	PDF / Word (.docx)	Training & Launch	✓
◆ COMMUNICATION			
Welcome Letter	Word (.docx) — English & Spanish	Communication	✓
◆ CURRICULUM AND PROCESS			
Facilitator Guide	PDF / Word (.docx)	Curriculum & Process	✓
Weekly Session Curriculum	PDF / Word (.docx)	Curriculum & Process	✓
Student Questionnaire	PDF / Word (.docx)	Curriculum & Process	✓
◆ TRACKING AND DATA COLLECTION			
Weekly Data Collection Sheet	Excel (.xlsx) / PDF	Tracking & Data	✓
6-Week Intervention Data Tracking Sheet	Excel (.xlsx) / PDF	Tracking & Data	✓
◆ RECOGNITION			
Certificate of Completion	PDF / Print-Ready	Recognition	✓
Incentive Ideas	PDF	Recognition	✓

All materials are included in your Attendance Academy Suite download.

For questions or support, please contact your program coordinator.

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