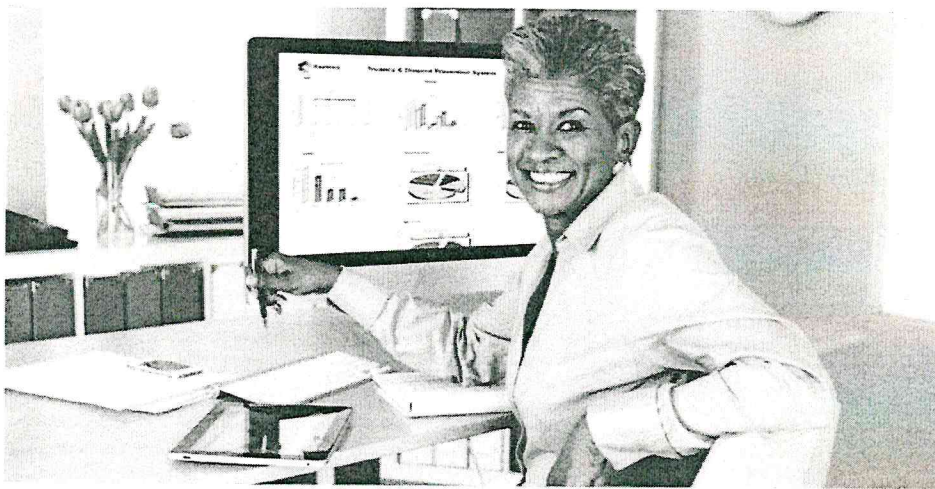




# Truancy & Dropout Prevention System



Prepared for:  
San Rafael City Schools  
San Rafael, CA

Thursday July 12, 2018

\* Information, data and drawings embodied in this proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of RaaWee, Inc.

## Introduction

**Truancy & Dropout Prevention System (TDPS)** is a unique comprehensive suite of software that delivers premier efficiencies to resources San Rafael CS already has in place by improving collaboration and ensuring error-free flow of communication among Attendance, Student Support Services and other stake holders.

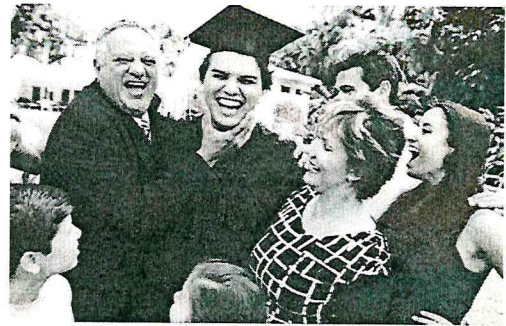
TDPS is designed to:

- a) Increase student achievement directly proportional to increased attendance.
- b) Help to achieve/sustain gains in ADA revenues for San Rafael CS's operational budget.

Accessing most accurate data and connected information helps all stake holders involved. Timely and informed outreach is then provided for the students most in need. The outcome is improved efficiencies in the field that results in reduced student absenteeism.






## TDPS Improves ADA and helps Recover Lost District Revenues for San Rafael CS through:

- 🎓 Timely Computer-Assisted Interventions to every Student discourages absenteeism
- 🎓 No students fall through the cracks due to manual, semi-automated or non-integrated systems
- 🎓 Advanced Analytical Capabilities enable the District to clearly understand their Barriers to Attendance and help the students in an Individualized manner
- 🎓 Clear insight enables District to prioritize Truancy Reduction Campaigns and Programs more effectively
- 🎓 Cost Savings are realized in After School Tutoring, Alternate Education & 3rd Party Dropout Prevention, Monitoring, Counseling Programs
- 🎓 Court Adjudications are minimized with Timely Interventions for Students with Challenges
- 🎓 Reduced Time & Effort by Assistant Principals & Attendance Staff become real Cost Savings
- 🎓 Maximized Teacher-Student Instruction & Interaction Time translates to improved Grades and increased High School Credits
- 🎓 Students at risk are rapidly flagged by TDPS, so they and their families can be instantly contacted via print mail, email, text and phone calls



## The TDPS Suite and Modules

**RaaWee K12 Truancy & Dropout Prevention System** is comprised of five modules that provide service as a comprehensive suite or independent modules:

-  **Preventions Module (PI)**
-  **Collaboration & Interventions Module (C&I)**
-  **Attendance Intelligence Module (AI)**
-  **Court Documentation & Management Module (CDM)**
-  **iPad Application for Truancy/Attendance Officers (i-App)**

The **Preventions module** in TDPS helps school districts to implement universal measures to create awareness for maintaining good attendance at schools, encouraging and rewarding good attendance and alerting stakeholders before the student becomes At-risk for chronic absenteeism and/or truancy.

The TDPS **C&I module** applies new efficiencies to the resources the School District already has in place. We have seen that simply improving collaboration and ensuring error-free communications among Assistant Principals, Students, Parents, Truancy/Pupil Personnel, Administrators, Attendance Committees, and Juvenile Court delivers extraordinary results. It is a first of its kind Interventions-driven Prevention System that ensures timely identification of students who are At-Risk, and provides them with computer-assisted individualized interventions. This brings improvement in school attendance and encourages students and parents to consider attending school regularly and more seriously. Truancy Court Adjudications are minimized due to tightly coordinated efforts. However, if still necessary, TDPS helps the District to promptly file the court cases with appropriate proof of outreach.

The **AI module** provides extensive Truancy-associated reporting and decision-support to District and Campus leadership. Easy-to-read graphic analysis, data tables and visual trending allow for clear understanding of resources allocation, geographic or demographic challenges, and barriers to be addressed. One-click export to Excel makes on-demand reporting for Superintendent and Board Members quick and consistent.

Our **CDM module** creates seamless efficiencies when referral to the courts becomes necessary. One-click Court Documentation applies personnel efficiencies and eliminates filing errors. All Court paperwork is auto-filled and all proof of intervention attaches automatically.

And, **i-App** empowers your invaluable field personnel with critical access to information and documentation. And it allows personnel to note discussions and incidence as they occur, thereby improving accuracy and timeliness. i-App also provides practical mapping, route generation and mileage tools that make their field time & vehicle usage more efficient and cost-effective.





## Proposed Solution

*(Proprietary & Confidential Information in this section – PLEASE DO NOT DUPLICATE OR SHARE WITH ANYONE OUTSIDE THE DISTRICT WITHOUT PERMISSION)*

With the passage of new truancy laws and accountability system, School Districts are encouraged to understand the barriers to attendance and provide individualized help to students with challenges.

To effectively comply with the new laws and prevent ADA revenue losses, districts need an integrated tool. A tool that helps them to prevent, detect, intervene and track truancy.

RaaWee K12 Solutions has combined the best practices applied nationally for Truancy Prevention, integrated and automated them into a ONE simple to use collaboration software. This collaborative software ensures timely, smooth and error-free communication amongst all stakeholders. It helps the school district to **reduce chronic absenteeism and truancy and prevents ADA revenue losses.**

The name of this unique software is RaaWee K12 Truancy & Dropout Prevention System (TDPS). Based on our initial discussion with San Rafael CS, we are presenting the proposal for implementing the Core features of TDPS in the first phase. These core features comprise of the main features from Collaboration & Interventions (C&I) and Attendance Intelligence (AI) modules.

Additional features are being presented as optional enhancement features that SRCS may choose to implement in future. We offer itemized pricing for TDPS and it is very easy to add any enhancement feature to the core system at any time based on District's preference.

The Core System features that are being proposed in the first phase will enable the District to implement the best practices in the industry. These set of features will help the Attendance office and school sites to automatically identify students with truancy challenges and provide them with all the applicable interventions (**Warning Letters, Call Parents, Student Conference, Parent Conference, Home Visits, Attendance Contract etc.**) in a timely manner.



## Investments

*(Proprietary & Confidential Information)*

### Implementing Core Features from C&I & TI Modules and implementing i-App

- Setup Fee for the Core Features stated above: \$0.00
- Yearly license Fee for Year 1: \$35,000.00.
- One-time implementation fee for NOT Letter Texting: \$4,000
- Yearly Fee for Texting NOT Letters notifications; \$3,000 (District can choose to set up with Click-a-Tell)
- Cost being quoted assumes of no Workflow related changes. Only customization of Truancy Prevention Policy, NOT Letters, Excessive Excused Absence Letters, SARB Contract Format is included. Quote may be revised after reviewing any additional changes requested by the District.

### Three Year Software investment outlook with the proposed features:

SY 2018-2019	SY 2019-2020	SY 2020-2021
License Fee + Optional Feature Setup + Text Delivery Fee	License Fee + Text Delivery Fee	License Fee + Text Delivery Fee
\$35,000 + \$4,000 +\$3,000 = \$42,000	\$35,000+\$3,000 = \$38,000	\$35,000+\$3,000 = \$38,000

Note: The above investments are proposed based on **On-Premise hosting** of the software, which means District will provide configured computer servers to install and setup the software.

### Cloud Hosting:

If the District chooses to host the software in the Cloud, yearly hosting fee for the SY 2018-2019 will be: \$7,500.

In such instance District shall provide the following to be setup on the cloud server:

Installation files and Product Keys for below mentioned software:

- Windows 2012 R2, Standard or Enterprise (2 licenses for 2 Servers. One for SQL Server and one for SharePoint)
- SQL server 2012 Enterprise (1 license ) with Integration Services
- SharePoint Server 2013 (1 license)
- MS Office 2013 or Later (1 license )

### What is included in the setup fee and yearly license fee:

- Setup and Configuration of the proposed features on the Cloud server.
- Yearly license for the TDPS software for the whole district.
- Two 3-hour duration onsite training of up to 15 people in a single session. Both the sessions will take place on a single day. Additional onsite training sessions can be purchased at \$125 per hour plus travel costs for our consultant at actual.
- Online Training: Two (2) online training sessions (up to 1.5 hours long) for maximum 20 people per session can also be scheduled at mutually convenient times. These sessions are typically for those users who are already trained, and they may have questions or need a refresher course.



These training sessions can be requested and scheduled by the District in the first two months when system goes live.

- Free unlimited support through the point of contact at the district.

## Outsourced Letter Mailing

It is RaaWee K12 Solutions' belief that the TDPS automation process makes preparation and mailing of correspondence so simple that SRCS Attendance Staff at Campuses can handle it internally.

However, should SRCS choose to outsource this process, RaaWee can offer timely mailing of any or all system automated correspondence to Students who match the criteria set by San Rafael CS's Truancy Policy. This service will be offered in partnership with a Print & Mail company in Dallas. The Letters will be batched, printed and mailed weekly to each of the applicable parents directly from the fulfillment center. All correspondence will be printed in Black & White with District-provided logo and contact information. Home Language in printing will be honored.

### Weekly Printing Fulfillment Services and mailing of letters through USPS\*

- One-time Setup Fee: \$5,000
- \$0.78/letter for domestic letters (*Black & White and Maximum 1 Sheet per letter*).
- \$75 per letter template for print and mail.
- Each package of 5,000 letters can be purchased at this cost. Unused Letters can be utilized in the next school year.

\*Letter print and mailing charges will be adjusted to accommodate any new changes in USPS postal costs or any change in print and mail charges from Print & Mail Fulfillment Company, when that occurs. RaaWee does not charge ANY premium/markup on Printing & Mailing of letters. It is charged from the district at actual.

## Implementation of Optional Features:

Each of the Optional Feature of RaaWee K12 TDPS listed in the above table, listing features of TDPS, has itemized one-time costs for setup and configuration. San Rafael CS may choose to implement any or all Optional Features. The one-time setup cost for setting up any chosen set of Optional Features will be proposed to SRCS after jointly reviewing each of those features and finalizing the list based on SRCS's preferences.

Note: Yearly TDPS License Fee will not change due the implementation of any additional Optional Feature.





## Business Case

- This system was built to significantly improve student attendance; just one percent improvement in ADA could mean additional Hundreds of thousands of Dollars in sustained ADA funding every year for San Rafael CS.
- If the districts do not put a system like the one proposed above in place soon, that helps them to implement & document truancy interventions in a timely manner, it is widely anticipated that their attendance rates will drop due to the Decriminalization of truancy law. Drop in attendance will directly affect the associated ADA revenues that are essential for school operations and quality education. *What would a yearly drop of one percent or even a half percent attendance rate means to your District?*
- Pays for itself much faster than any other system. This system not only saves money for the district, but it also makes money for the school district. Just the time and the resources cost this system will save to District's APs and Attendance clerks will pay for the system's cost.
- TDPS is very easy to use and yet extremely powerful.
- It is a Centralized & Fully Integrated System that ensures error-free information exchange amongst all the stakeholders.
- TDPS empowers School Sites and the District Office in multiple ways by providing real-time Actionable Data and easy to use tools.



## Technical Requirements

**Data View:**

San Rafael CS's IT Department shall provide nightly access to the daily attendance and student demographic Data View in uploaded CSV files in accordance to the templates for TDPS use.

**Approx. Implementation Time\*\*:** 4 to 5 weeks

\*\* Implementation Time Estimates are based on assumption of no Workflow related changes. These time estimates also assume that the required Data view for attendance data, Servers with all the required software, and Attendance Policy for automation will be provided within 1.5 weeks of project kick-off. Estimates may be revised after reviewing any additional changes required by the District.

**Proposal Validity:** July 30<sup>th</sup>, 2018





## Customer References

School District	Title	Phone	Email
Goose Creek CISD	Ms. Araceli De La Cruz, Director of Student Services	(281) 707-3251	<a href="mailto:Araceli.delacruz@gccisd.net">Araceli.delacruz@gccisd.net</a>
Seguin ISD	Ms. Kirsten Legore, Director of Student Services	(830) 401-8617	<a href="mailto:klegore@seguin.k12.tx.us">klegore@seguin.k12.tx.us</a>
Deer Park Independent School District	Ms. Lisa Lambright, System Analyst	(832) 668-7455	<a href="mailto:llambright@dpisd.org">llambright@dpisd.org</a>





*Hope is not a strategy.*

*“Timely Truancy  
Intervention Is!”*

Thank you for your valuable time and consideration in implementing RaaWee K12 Truancy & Dropout Prevention System at San Rafael City Schools. We look forward to serving you at SRCS. If you have any questions, please contact us at any time.

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