

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 63      SCHOOL PERSONNEL - LICENSURE REQUIREMENTS FOR ANCILLARY AND**  
**SUPPORT PERSONNEL**  
**PART 17           LICENSURE FOR ATTENDANCE COACHES PRE K-12**

**6.63.17.1           ISSUING AGENCY:** Public Education Department, hereinafter the department.  
[6.63.17.1 NMAC - N, 11/15/2018]

**6.63.17.2           SCOPE:** Chapter 63, Part 17 governs all persons seeking licensure as attendance coaches for students in grades pre-k through 12.  
[6.63.17.2 NMAC - N, 11/15/2018]

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**6.63.17.3           STATUTORY AUTHORITY:** Sections 22-2-1, 22-2-2, 22-10A-17 and 22-10A-5 NMSA 1978.  
[6.63.17.3 NMAC - N, 11/15/2018]

**6.63.17.4           DURATION:** Permanent.  
[6.63.17.4 NMAC - N, 11/15/2018]

**6.63.17.5           EFFECTIVE DATE:** November 15, 2018, unless a later date is cited in the history note at the end of a section.  
[6.63.17.5 NMAC - N, 11/15/2018]

**6.63.17.6           OBJECTIVE:** This rule establishes two levels of licensure for attendance coaches and governs the licensure requirements for persons seeking level 1 and level 2 attendance coach licensure.  
[6.63.17.6 NMAC - N, 11/15/2018]

**6.63.17.7           DEFINITIONS:**

**A.            “Attendance coach”** means an individual, not including truancy officers who are employed by law enforcement agencies, licensed by the department whose primary role is to support students in grades pre-k through 12 to improve their school attendance during their academic career through prevention, non-punitive tiered interventions, parent notification, and community partnerships.

**B.            “Department”** means the New Mexico public education department.

**C.            “Non-remedial degree coursework”** means college-level coursework that counts toward a student’s degree and that is not focused on remediation for those students who have failed to demonstrate competency in one or more core content areas.

**D.            “Prior professional experience”** means full-time work experience or part-time work experience in a relevant field.

[6.63.17.7 NMAC - N, 11/15/2018]

**6.63.17.8           LEVEL 1 REQUIREMENTS:**

**A.            Persons seeking licensure as a level 1 attendance coach pursuant to the provisions of this rule shall meet the following requirements:**

- (1)        possess a high school diploma or equivalency;
- (2)        complete and satisfy background check procedures and requirements in accordance with Section 22-10A-5 NMSA 1978;
- (3)        complete department-approved attendance coach professional development; and
- (4)        possess at least two years of prior professional experience in one or more of the following areas:

- (a)        corrections;
- (b)        counseling;
- (c)        criminal justice;
- (d)        education;
- (e)        guidance counseling;
- (f)        juvenile justice;
- (g)        law enforcement;
- (h)        psychology;

- (i) public administration;
- (j) social work;
- (k) sociology; or
- (l) other closely related fields, as determined by the department.

**B.** In addition to satisfying the requirements of Subsection A of 6.63.17.8 NMAC, a person who seeks a level 1 attendance coach license shall meet one of the following requirements:

- (1) hold an associate's degree from a nationally or regionally accredited college or university that includes at least 15 semester hours in non-remedial degree coursework; or
- (2) have completed 48 semester hours of academic credit awarded by a nationally or regionally accredited college or university that includes at least 15 semester hours in non-remedial coursework.

**C.** Persons holding a level 1 license may apply for a higher level of licensure at any time during the licensure period provided:

- (1) all requirements for the higher level of licensure are satisfied; and
- (2) the applicant provides certification from the superintendent or charter school administrator that the attendance coach has satisfactorily completed attendance coach duties on a form developed by the department.

**D.** Individuals holding a teaching license or other instructional support license shall be able to take a position as an attendance coach without seeking level 1 license.

[6.63.17.8 NMAC - N, 11/15/2018]

**6.63.17.9 LEVEL 2 REQUIREMENTS:**

**A.** Persons seeking a level 2 attendance coach license pursuant to the provisions of this rule shall meet the following requirements:

- (1) hold a bachelor's degree from a nationally or regionally accredited college or university that includes at least 30 semester hours in non-remedial degree coursework;
- (2) complete and satisfy background check procedures and requirements in accordance with Section 22-10A-5 NMSA 1978;
- (3) complete department-approved attendance coach professional development; and
- (4) possess at least three years of prior professional experience in one or more of the following areas:

- (a) corrections;
- (b) counseling;
- (c) criminal justice;
- (d) education;
- (e) guidance counseling;
- (f) juvenile justice;
- (g) law enforcement;
- (h) psychology;
- (i) public administration;
- (j) social work;
- (k) sociology; or
- (l) other closely related fields, as determined by the department.

**B.** Individuals holding a teaching license or other instructional support license shall be able to take a position as an attendance coach without seeking level 2 license.

[6.63.17.9 NMAC - N, 11/15/2018]

**6.63.17.10 ATTENDANCE COACH COMPETENCIES:** The attendance coach shall, at a minimum, understand and be able to:

- A.** provide individualized, non-punitive intervention to address chronic absenteeism;
- B.** lead schoolwide attendance initiatives;
- C.** develop and maintain community partnerships;
- D.** collect and analyze attendance data;
- E.** communicate analyses of attendance data and interventions to school administration and staff; and
- F.** connect students and families to appropriate, available services.

[6.63.17.10 NMAC - N, 11/15/2018]

**6.63.17.11 RENEWAL LICENSURE:** Persons seeking renewal of a level 1 or level 2 attendance coach license

shall demonstrate, at a minimum, the competencies outlined in 6.63.17.10 NMAC and provide documentation of such signed by the superintendent or charter school administrator.  
[6.63.17.11 NMAC - N, 11/15/2018]

**6.63.17.12 IMPLEMENTATION:**

**A.** Holders of the attendance coach license, pre-k through 12 may not use this license to provide instruction in any other subject matter, unless they hold a valid department license authorizing them to provide such instructional services.

**B.** Level 1 licenses shall be issued for a period of three years and may be continued or renewed by meeting requirements outlined in 6.63.17.8 NMAC.

**C.** Level 2 licenses shall be issued for a period of nine years and may be continued or renewed by meeting requirements outlined in 6.63.17.9 NMAC.

**D.** All attendance coach pre-k through 12 licenses shall commence on July 1st of the year of issuance and expire June 30th of the year of their expiration. No licenses issued pursuant to this rule shall be effective retroactively to any time before the effective date of this regulation.

**E.** Applicants for attendance coach licensure shall pay an application fee of \$35 at the time of initial licensure and at the time of renewal.

**F.** The department shall provide professional development regarding the attendance coach competencies outlined in 6.63.17.10 NMAC.

[6.63.17.12 NMAC - N, 11/15/2018]

**HISTORY of 6.63.17 NMAC: [RESERVED]**