

Intradistrict Communication

DATE: September 10, 2020

TO: Principals
Assistant Principals
Administrative Assistants
Attendance Secretaries
Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
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SUBJECT: 2020-21 Attendance on Fridays and Learner Validated Attendance for Virtual Students

Summary

In-person and/or virtual/online student attendance must be taken. Beginning Friday, September 18, 2020 teachers/schools will be able to take attendance on Friday. Attendance on Fridays will include both A and B days to enable in-person and virtual attendance weekly.

In-person attendance is to be taken every day (elementary) and every period (secondary). Virtual at-home attendance is taken the last day of the school week for the previous week (attendance is counted from the previous Friday through the day before the last day of the school week – usually Thursday), and if a student has not met the minimum participation criteria to be considered “present” for that week then they are marked as absent for the entire school week.

Beginning Friday, September 18, 2020 teachers may indicate a “P” as an attendance code when a student is present in the classroom on Friday.

A revision to Policy AA432 – *Student Attendance and Teacher Disclosure Statements* is pending approval by the Board of Education. This revision will formalize the procedures of learner validated attendance for in-person and virtual students. The processes below describe attendance procedures for in-person and virtual at-home (online) learners.

Students will be considered “virtually present” if they have met a minimum criteria for participation in an online, virtual at-home, blended or competency-based learning environment. “Participation” may be demonstrated using 1) evidence that validates student learning, 2) evidence that validates student participation, 3) evidence that validates student communication, or 4) duration/frequency minimums for student participation. The revision to Policy AA432 will contain additional examples in each of these areas. School administrators should assist teachers in selecting minimum participation measures appropriate for the courses they teach.

Effective immediately please use the following to mark attendance for students who are full-time or part-time participants in virtual/online programs.

Full-time Virtual Participants

A student must demonstrate minimum participation at least once per instructional week. If a student has demonstrated minimum participation at least once by the last day of an instructional week, they are considered “present” for the

instructional week; a daily mark of attendance is not required. If a student has not demonstrated minimum participation at least once by the last day of an instructional week and has not been marked in Skyward with a valid excuse, they should be marked as “absent” for the entire instructional week (including Friday). Students who are “absent” for ten consecutive days must be withdrawn following established District procedures.

On Friday, September 18, 2020, any teacher of a virtual course should review student participation for the instructional week running from Friday, September 11, to Thursday, September 17. Students who have not participated during this period should be marked as absent for each instructional day of this period (including Friday). Students who have participated during this period do not need to have attendance changed and may remain with the default Skyward entry.

Counting the “instructional week” from Friday to the following Thursday allows students who demonstrate participation over the weekend to be appropriately counted in membership.

Part-time Virtual Participants

Students that alternate between virtual and in-person participation in the same class must similarly demonstrate minimum participation at least once per instructional week. Minimum demonstrated participation may include in-person or live (streaming) online participation or any of the virtual participation options. Students will be considered present until the end of the instructional week; at that point, students that have not demonstrated minimum participation through either in-person or virtual methods (or has not been marked in Skyward with a valid excuse code), must have their attendance updated using the procedures above.

Beginning Friday, September 18th, attendance may also be marked with a “P” (for “Present” or “Participant”) in Skyward. This code may be used to mark students who are not physically present but may be participating virtually. At the end of the instructional week, if the student did not demonstrate minimum participation at least once through either in-person or virtual methods (or has not been marked in Skyward with a valid excuse code), their attendance must be updated (by replacing the “P” code with an “A” code) to reflect the lack of participation.

Regardless of how the student demonstrates participation, the teacher has responsibility for ensuring that the attendance they submit (which is an official educational record) accurately reflects the participation status of their students. Teachers are required to record and verify attendance at least once per day (elementary) or each class period (secondary).

On Friday, September 18, 2020, teachers of courses that allow a hybrid of in-person and virtual participation should review the attendance and participation of hybrid students. If the student met participation requirements either in person or virtually for any instructional day of the period, the student can be marked with a “P” for the days they did not participate in person. If the student did not meet participation requirements, they should be marked absent with the “A” code for all days of the instructional period.

Counting the “instructional week” from Friday to the following Thursday allows students who demonstrate participation over the weekend to be appropriately counted in membership.

Friday Attendance

Attendance on Fridays has been re-enabled. Teachers do not need to mark attendance for all students; their participation is assumed on Fridays. However, students who attend in-person sessions may be marked with the “P” code to allow schools to monitor their participation and location in the building and/or account for students in the event of an emergency.

Students who have been absent for every day but Friday of the last 10 instructional days can be marked absent for the associated Fridays and withdrawn from enrollment. Established practices of parent contact and intervention should be followed prior to withdrawing a student for 10 days of non-attendance or non-participation.