

Remote Learning Attendance Procedures

Synchronous Attendance (marking students absent)

1. This attendance system will apply to all students (remote and in school learning spaces)
2. Synchronous attendance (Zoom) should be taken once each bell schedule period by the teacher-of-record. For K-5 classes, synchronous attendance should be taken once in the morning, once in the afternoon.
3. If a student does not participate in Synchronous Zoom, student must be marked absent initially
4. For this system to work, it is imperative that teachers take attendance for every attendance period:
 - a. This means that, if the teacher-of-record does not, for whatever reason, offer synchronous Zoom during a bell schedule period, **all students must initially be marked absent for that period.**
 - b. Office Staff will use the existing "Classroom Taken Attendance Summary" report to make sure teachers are taking attendance.

Asynchronous Attendance (changing teacher-marked absences to specific after-the-fact attendance codes)

5. For students who have been marked absent, evidence of engagement and/or remote work can be used to change these absences to "asynchronous attendance" (AsyncAtt) codes after the fact.
6. New "asynchronous attendance" codes have been added to the system for this purpose—Preliminary List:
 - a. TC—**Teacher Check-in** (Based on teacher documenting check-in with student through Synergy TeacherVUE)
 - b. SW—**Submitted Work** (Based on assignments that teacher records in TeacherVUE Gradebook)
 - c. PT—**Parent Tracking** of Learning Time (Based on minutes that Parent enters through Synergy ParentVUE and finalizes for submission at the end of each week)
 - d. SM—**Software Minutes** (Based on minutes that student uses instructional software, e.g. Apex, iReady, etc. Will be pulled by TS where possible)
7. For five (5) instructional days after class date, **Teachers** will be able to change absences to one of our new "asynchronous attendance" (AsyncAtt) codes. They will work primarily with Teacher Check-ins (TC) and Submitted Work (SW).
8. For ten (10) instructional days after class date, **Office Staff** will be able to change absences to one of our new AsyncAtt codes. They will work primarily with time entered through Parent Tracking (PT) and Software Minutes (SM), but will be able to enter TC and SW codes as well if necessary.
9. To facilitate these attendance adjustments, TS will provide a report that identifies instances where
 - a. student has been marked absent by teacher on a given day
 - b. Evidence exists (PT, TC, SW, SM) that justifies replacing absence on that day with an AsyncAtt code

Notes/Answers to Frequently Asked Questions:

1. We will not be doing "robocalls" in connection with Remote Learning Attendance
2. When we are able to invite students who have opted for "In-school" option back to our schools, there will be another period (Period 0 for K-8, Period 12 for HS) through which we will track school room location and physical attendance for students who are in our school learning spaces.
 - a. For these students, this will be *in addition to* remote attendance procedures (not instead of)
 - b. Our intent at this time is that we will do robocalls in connection with resulting *In-school* absences.