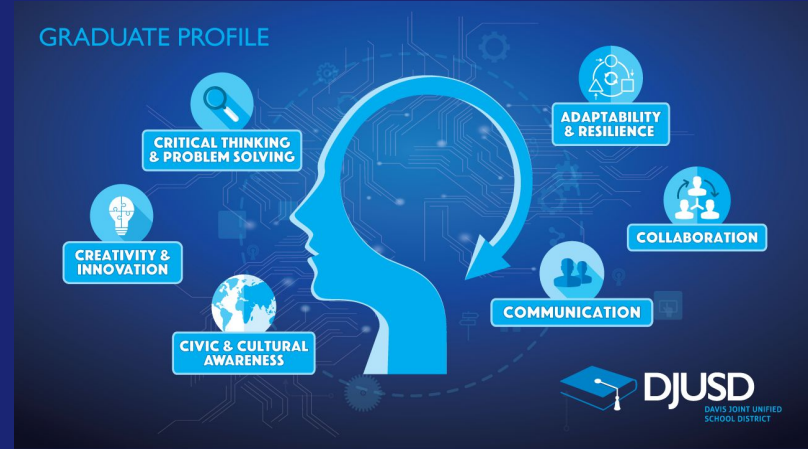


Tracking Attendance in Distance Learning



Attendance

- Attendance codes for Distance Learning (for teacher use)
 - Present (or participated in **any** way) ⇒
“DL Present/Work Submitted”
 - Absent (and no participation at all) ⇒
“DL Absent/No Work”

Attendance

Baseline is attendance at daily Zoom meetings.

- Elementary Daily SEL/Morning Meeting
 - Teachers record attendance by 12:00p.
- Secondary Daily Class Period
 - Teachers record attendance by 2:00p.
- Robocalls at 4:00p for unverified absences
(***“DL Absent/No Work”***)
- Robocalls will begin the week of 8/31/20

Attendance

“DL Present/Work Submitted”

- SB98 specifies that **ANY** academic participation counts as positive attendance for that day, including **any** of the following:
 - Attendance to live Zoom class
 - Submission of work
 - Participation in a small group session
 - Submission of a previous day’s assignments (go back and update that day’s Attendance record)

Attendance Example - PRESENT

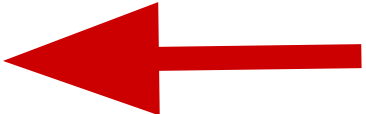
- “DL Present/Work Submitted”
 - Elementary student logs on to morning meeting
 - Secondary student logs on to class period
 - Student submits day’s assignment
 - Student logs on to small group, elective, or intervention session
- If **ANY** of the above are true, Attendance record must be updated to show **“DL Present/Work Submitted.”**
 - Teachers update Attendance record (10 day window)

Attendance Example - ABSENT

- **“DL Absent/No Work”**
 - Student does not log on to any Zoom session during the day, **and**
 - Student does not submit any of the day’s assignments
- Teachers are encouraged to call home when students are absent, especially after consecutive absences

Recording Attendance

Class Attendance screen in Q will look familiar, but with new Distance Learning codes.

- The Default code is still set to **“Present”**
 - Use the Autofill arrow at the top to change all to **“DL Present/Work Submitted”**
 - Update individual student records to **“DL Absent/No Work”** for students who have not participated (so far) for that day
 - Do not use the **“Present”** code during Distance Learning!
- 

Recording Attendance

- Do not use “Present” during Distance Learning!
- Only use “DL Present/Work Submitted” or “DL Absent/No Work”

N/N	Grd	Attend (Present)	Exc U
	03	Present	0
	03	DL Present/Work Submitted	0
		DL Absent/No Work	
	03	Present	0

Video 1: Recording Class Attendance

Menu Class Reports Home Date 08/31/2020 File Locate Help Log Out

Class Attendance TRN - Birch Lane Elementary - T 211 20/21 Welcome Brian Bennett (Impersonated)

Crs-Sect Course Title Term Period Teacher Room Max Enrl
 001003-2 Grade 3 TY 1 Bennett, Brian 8 32 18

Find Class 1 of 1 By Period

Attendance for Monday, 8/31/2020 Updates Pending

#	Student (ID)	N/N	Grd	Attend (DL Present/Work	Exc	Unxc	Trdy	Note
1	Ayson, Adalyn (85276)		03	DL Present/Work Sul	0	0	0	
2	Butler, Sierra (84057)		03	DL Present/Work Sul	0	0	0	
3	Chee, Nataani N (84897)		03	DL Present/Work Sul	0	0	0	
4	Diaz, Juan M (87011)		03	DL Present/Work Sul	0	0	0	
5	Duvall, Annabelle H (83456)		03	DL Present/Work Sul	0	3	0	
6	Esguius Cumeras, Caterina (87053)		03	DL Present/Work Sul	0	0	0	
7	Forristall, Violet E (87552)		03	DL Present/Work Sul	0	1	0	
8	Huston, Norah M (84888)		03	DL Present/Work Sul	0	1	0	
9	Imura, Brooklyn M (82991)		03	DL Present/Work Sul	0	0	0	
10	Khalil, Ziad (84296)		03	DL Present/Work Sul	0	1	0	
11	Lee, Kaia G (88705)		03	DL Present/Work Sul	0	1	0	
12	Mariscal, Julieta (83237)		03	DL Present/Work Sul	0	0	0	
13	Provost, Sierra E (82928)		03	DL Present/Work Sul	0	0	0	
14	Qiao, Zachary M (88426)		03	DL Present/Work Sul	0	0	0	
15	Qu, Xingyu (87411)	Kris	03	DL Present/Work Sul	0	0	0	
16	Snyder, Bruce L (82706)		03	DL Present/Work Sul	0	0	0	
17	Sturges, Meadow L (83486)		03	DL Present/Work Sul	0	0	0	
18	Thompson, Starlet M (87315)		03	DL Present/Work Sul	0	0	0	



REMEMBER -- any participation counts as positive attendance!

- If you marked a student absent due to missing live class sessions, but they participate in another way later in the day, you must go back to update the Attendance record.