

# ECASD Attendance Procedures for Blended & Virtual Learning

9.9.2020

The Wisconsin Department of Public Instruction (DPI) requires school districts to record attendance during the school year for Blended instruction (Cohort A, B, and D) and 100% Virtual instruction (Cohort C). Attendance will be monitored as noted below.

## **Face-to-Face Learning:**

- Attendance will be taken by teachers in Skyward on face-to-face instruction days.
- Any student who will be absent during a face-to-face class period should be excused by a parent or guardian to the school attendance office.
- Families are required to report student absences by contacting their school attendance line.

## **Virtual Learning:**

- Virtual Learning refers to both the three days of virtual learning in the Blended Model and the 100% Virtual Model. **(Updated on 9.9.2020)**
- Attendance will be documented in Skyward for each day/course of virtual learning.
- Attendance for virtual learning sessions will be measured by students participating in coursework. Students are automatically recorded as “Present” in Skyward. If a student does not meet the minimum expectations for attendance by participating in **ONE of the following at least once a week**, the teacher needs to change the student’s attendance to “Absent” for the virtual portion of the course for that week.
  - Connection with teacher (documented)
  - Attendance taken in an online synchronous session
  - Submitted assignments (activities/tasks, formative/interim/summative assessments, etc.)
  - Learning Management System (Seesaw/Canvas) log-in
  - Submitted activity logs (reading minutes, instrument practice minutes, activity journal, etc.)
- When a student will be unavailable to complete online coursework, the family should contact the teacher and make arrangements to makeup online coursework.
- Students are expected to complete make up work for missed assignments within a reasonable amount of time to avoid attendance concerns. Students who do not submit completed assignments for more than five consecutive online learning days will be required to provide a medical excuse to avoid truancy warnings.

## **Truancy Policy:**

Students not meeting the minimum attendance requirement for any course, (or combination of courses if enrolled in more than one course) for part or all of 5 or more days in which school is held, are considered to be habitually truant and therefore in violation of Wisconsin’s Compulsory Attendance Statutes 118.15 (1) (a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board.

## **Resources:**

<https://dpi.wi.gov/online-blended-learning/attendance>

## Key Points

- This procedure is in place to measure whether a student is present or absent. It is not to measure performance. To be considered present, these are minimal expectations.
- While DPI is giving us flexibility with how we track attendance with different learning models, Wisconsin statute 118.15 has not changed.
- All students are “Present” in Skyward unless changed by a staff member. Staff will have seven days to correct the attendance for a student.
  - Elementary Phy Ed and Music will track attendance through Skyward once a week on Fridays.