



## **ECASD Attendance Procedures for Virtual Instruction Days**

12.20.2022

The Wisconsin Department of Public Instruction (DPI) requires school districts to record attendance during the school year for all instruction, including 100% Virtual instruction. In ECASD we may have Virtual Instruction Days due to inclement weather. Attendance for Virtual Instruction Days will be monitored as noted below. These procedures are in place for the 22-23 school year and do not apply to the procedures in the Eau Claire Virtual School.

### **Virtual Learning:**

- Virtual Learning refers to the days of virtual learning due to inclement weather.
- Attendance will be documented in Skyward for each day/course of virtual learning.

### **PreK-5<sup>th</sup> grade students:**

- Synchronous attendance for elementary students poses challenges due to childcare settings and the developmental level of the students. For that reason, attendance for virtual learning will be measured by students/families completing a daily check-in survey in their Learning Management System – SeeSaw or Canvas. Students are automatically recorded as “Present” in Skyward. If a student does not complete the daily check-in survey by 11:59 p.m., the following morning the teacher will change the student’s prior day’s attendance to “Absent” for that day.

### **6<sup>th</sup>-12<sup>th</sup> grade students:**

- Attendance for virtual learning sessions will be measured by students attending the synchronous Teams meeting offered for each course. Students are automatically recorded as “Present” in Skyward. If a student does not attend the synchronous Teams meeting, the teacher needs to change the student’s attendance to “Absent” for that class that day. Attendance reports can be found in the Teams Chat after the conclusion of the meeting and can be downloaded and reviewed for attendance purposes. Attending any part of the meeting would count as being present.
- Any day a student will be unavailable to attend their synchronous Teams meetings, the family should report the absence to the school office through normal absence reporting procedures.

### **Key Points**

- This procedure is in place to measure whether a student is present or absent. It is not to measure performance or engagement. These are the minimal expectations to be considered present.
- All students are “Present” in Skyward unless that is changed by a staff member.