



Willcox Unified School District #13

To: Site Principals

From: Kevin Davis

Subject: Attendance Protocol for "at home" Learning

Date: August 3, 2020

Reason:

As part of the Governor's Executive Order 2020-51 and our district learning plan for our "at home" learning model, our district must identify how we will track daily attendance during the time we are implementing our "at home" learning model.

Attendance:

It is a requirement that we take attendance daily. With that said, we do not need to log every minute a student is online, on a Google classroom, etc.... However, we must document some kind of student attendance to demonstrate that we are taking attendance daily in some capacity; and that if a student is not attending classes, we give our best faith effort to contact and confirm if that student is still attending our school.

Procedure for Attendance:

- Teachers will log into Powerschool and record daily attendance of students. Distance learning will be recorded differently than in person learning using the proper attendance codes.
- Daily attendance will be indicated by any of these activities:
 - Student logging onto Edgenuity, Schoology, etc. at some point in the day
 - Student attending a Google Classroom Meeting
 - Student completing a daily attendance check-in form and/or parent if student is too young to complete the form
 - Contact with the teacher during the school day
 - A daily assignment completed and submitted by student and/or parent
 - An email, phone call, or text from the student and/or parent confirming attendance for the day
- If by the end of a school week on Thursday, a student and/or parent has not completed any of these attendance activities throughout the week, the teacher will call the student/ parent for an official welfare check-in. If the student/parent is contacted, the teacher will work with the student and parent to address regular attendance of the class.
- If the teacher cannot make contact with the student/parent for the welfare check, the student's name will be referred to the school's attendance clerk for further investigation.
- If after ten (10) consecutive school days the student/parent attendance cannot be confirmed, the student will be withdrawn from the school by the attendance clerk.

Attendance Records:

- Teachers will submit an electronic copy of their attendance spreadsheet to the site attendance clerk at the end of the school week on Thursday.
- **The attendance clerk will file and save the records for the annual audit.**

WUSD Vision: Making a Difference In Our Children's Future!

WUSD Mission: Every Student Is Successful – Every Student Meets or Exceeds Arizona State Standards.