

**Attendance Procedures for Families- Hybrid and 100% Online Models
2020-2021**

Elementary K-6

	Hybrid	100% online
Face to Face	K-6 teachers will take daily attendance in campus during face to face by the Homeroom teacher/start of the day teacher.	K-6 daily student attendance will be put into campus by the OOT (Online-only teacher). Student expectation is to log into Edgenuity daily. Success Coaches will monitor the attendance trends and Edgenuity reports to identify additional supports that may be needed.
At Home	<p>K-6 teachers will take daily attendance in Campus during at home learning by the same Homeroom teacher/start of the day teacher. Classroom teachers will review Campus check ins and Google Form results, and rectify attendance records by the end of the following attendance day.</p> <p>It is required that one of the options below is used daily:</p> <p>Option 1: The classroom teacher will be collecting daily attendance through the DCSD google form. Please work with your student to ensure they log-in sometime during school hours (8:00 a.m.-3:00 p.m.) to complete the attendance form. Students log into their designated platform (K-1 SeeSaw/2-6 google classroom) and complete the attendance form:</p> <p>SeeSaw: Attendance will be taken daily through an activity embedded in SeeSaw.</p> <ul style="list-style-type: none"> • Student How-to video <p>Google Classroom: Attendance will be taken daily in the teacher's google classroom. The google form is located in the Attendance Topic at the top of the classwork tab.</p> <ul style="list-style-type: none"> • Student How-to video <p>OR...</p> <p>Option 2: Parents and/or students have the ability to log into their Campus Portal on a daily basis to mark your student's attendance. Follow this video to take attendance using Campus Portal.</p>	
BOTH	If a student is absent for any reason, a parent or guardian must contact the building to report absences.	

Secondary 7-12

	Hybrid	100% online
Face to Face	7th -12th grade teachers take daily attendance in campus every day students are to be in attendance	7th -12th grade students log on to Student Campus Portal daily and check their attendance. Success Coaches will monitor the attendance trends and Edgenuity reports to identify additional supports that may be needed.
At Home	<p>7th-12th grade students log on to Student Campus Portal and check their attendance when doing their at home learning.</p> <p>Grades 7-12 will follow the video to take attendance</p>	
BOTH	If a student is absent for any reason, a parent or guardian must contact the building to report absences.	