1. Q. Can a student who has chosen traditional in-person log in virtually if they are unable to attend in-person on a school day?

A.   A student who meets the criteria for an excused absence as identified in policy 6014, can log in virtually three times within a Month. After the third time, the parent must meet with the school's administrator to discuss changing learning paths to virtual.

2. Q. If a student becomes sick while at school (traditional in -person) can that student log on to continue their day?

A.   Students who are at school but become sick, need to go to a doctor's appointment or who remain home with an excused absence, can log in virtually to continue learning and be marked present.

3. Q. Is there a way to capture students' sign-in and out times?

A. Login and out times are included on the document from Microsoft Teams Attendee List

ATTENDANCE: FAQs

4. Q. Will the Microsoft Teams Participant List be captured for each content area for elementary schools, including lunch, breaks, and etc.?

A. Elementary will only need to report daily attendance.

5. Q. How is attendance addressed for students that are sent home because of a high temperature and how is it coded for students who may be diagnosed with COVID?

A. Students who are sent home from in person school, due to COVID can be moved to Distance learning and coded CV-D (present) If they are not too sick to attend online, the CVA (absent) attendance code should be used to capture students who have been potentially exposed and for those who have tested positive. If the student will need to be out for an extended period of time, due to COVID related illness, the student may qualify for homebound services. Medical documentation will be required and the student should be coded COVID- HB.

6. Q. Is there a step-by-step guide on taking attendance for high school?

A. Yes, the SCS Attendance presentation with all steps clearly explained.
Please Click Here for the complete Attendance: Return to School PowerPoint

7. Q. How will power surges and technical issues interfere with student daily attendance?

A. Each teacher session is connected to a meeting number that has a help line number. It should be the student responsibility to inform the teacher through the Microsoft chat that they have experienced issues and that they are reconnecting.

ATTENDANCE: FAQs

8. Q. Is there a step sheet providing instructions on obtaining an Attendance List in Microsoft Teams?

A.   Yes, the instructions are available for Microsoft users and Mac users. Training and step sheets will be provided to admins, clericals, and teachers (included above within this document).

9. Q. How is attendance different for elementary, middle, and high for distance learners?

A. Both traditional attendance and distance learning attendance will be taken the same. Elementary and K-8 teachers will take attendance once during the day. Middle and high will take attendance each period.

ATTENDANCE: FAQs

10. Q. What happens if a teacher marks a middle or high school distance learner as AT and the student shows up late to the class? The clerical wants to change the AT back to D?

A. The clerical will only use the D code if the student's attendance has been touched. For example, the student has an AT but comes to school after the teacher marks attendance. Otherwise, a script will be run at the end of the week to automate the D code for students who were in school and did not have a change to attendance.

11. Q. How will absent/ tardy notes be handled for online students?

A. Parents of online students should email all notes to each teacher and attendance personnel or bring to the school front office.

12. Q. How will traditional/ in person attendance be managed?

A. Traditional/ in person attendance has not changed and will be processed the same as last school year. Teachers will take attendance in PowerTeacher.

CONTACTS

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