



Attendance Guidelines for Virtual Learners for the 2020 – 2021 School Year

Attendance will be taken for virtual learners during the 2020 – 2021 school year. Attendance for each student will be noted electronically in the FWISD FOCUS Application (FOCUS) as either “**Present - Remote Asynchronous**” or “**Absent**”. This notation will be based on whether or not the student was engaged through one of the approved asynchronous engagement methods for each scheduled school day.

While each elementary student will receive one daily attendance mark per school day from their assigned teacher, students enrolled in middle and high school will receive daily attendance marks from each of their assigned teachers.

How is Remote Asynchronous Attendance Measured (Per TEA Guidelines)

- Measured daily;
- Based on whether a student completes an attendance measure for that particular day;

All Campuses

- Teacher will enter attendance mark in FOCUS;
- Teachers are encouraged to enter attendance daily; however, a student may complete some assignments in the evening which may require the teacher to enter that day's attendance mark on the following day;
- Teachers will have up to three school days to record/correct attendance for a given day.
- Attendance cannot be modified after that time by the teacher. Changes to attendance after the three days will have to be approved by the principal and changed by the data clerk.

Elementary Campuses

- Homeroom teacher will record ADA attendance.
- If the student completes that day's engagement measure, the homeroom teacher will record the student as “Present-Remote Asynchronous”.
- If the student does not complete that day's engagement measure, the homeroom teacher will record the student as “Absent”.
- Teachers will have three school days to record/correct attendance for a given day.



Secondary Campuses

- Each teacher will record attendance in the appropriate class period for each student assigned to the class.
- If the student completes that day's engagement measure, the teacher will record the student as "Present-Remote Asynchronous".
- If the student does not complete that day's attendance measure, the teacher will record the student as "Absent".
- Teachers will have three days to record/correct attendance for a given day.
- The student will receive credit for the course if the student passes the course and if the student is in attendance at least 90% of the days the class is offered.
- All secondary students will be scheduled into an attendance period called "ADA Attendance."
- The teacher-of-record for the ADA Attendance period will be a campus administrator. No one will manually enter attendance into this class.
- Grades will not be issued for this period. It will be used simply to collect ADA attendance.
- If a student was marked "Present-Remote Asynchronous" in any of his/her classes for a particular day, the ADA period will be populated with a "Present-Remote Asynchronous" notation for that same day through a process run by the Department Of Technology (DOT).
- The teacher and/or administrator will not manually enter any information into this ADA attendance period field. DOT will populate it based on the attendance markers in the student's classes for that day.

Engagement Measures

The teacher will mark the student as "**Present-Remote Asynchronous**" if the student completes any of the following measures for a particular day. Note that all options listed below may not be available each day.

- Daily progress in the Learning Management System OR
- Daily progress via teacher-student interactions OR
- Completion/submission of assignments from student to teacher.

A student must be engaged on a given day to be marked Present-Remote Asynchronous for that day. Students who are not engaged would be marked Absent for that day. *Attendance cannot be changed based on the student completing an assignment or participating in some other asynchronous engagement at a later date.*



Engagement Measure Examples

Daily Curricular Progress made in the Learning Management System that Day (includes, but not limited to)

- Written or verbal responses to teacher prompts
- Completion of a google survey
- Completion of a Kahoot quiz
- Completion of an Edpuzzle
- Exit ticket through Google Form

Daily Curricular Progress via Teacher-Student Interactions Made that Day (includes, but not limited to)

- Participation in live virtual instruction
- Student/teacher email exchange
- Student/teacher phone call
- Attending teacher office hours
- Student/teacher text message exchange
- Attending a Google Meets/Zoom/Teams meeting

Completion/Submission of Assignments Planned for that Day (includes, but not limited to)

- Completion of assignments in Google Classroom
- Completion of assignments in SeeSaw (PreK)
- Completion of quizzes in Google Classroom
- Uploading/emailing of an art project
- Creation of a musical instrument
- Completion of a summative or formative assessment
- Texting or Emailing an assignment



FAQs

1. Q. If a student fails to complete Monday's measure of engagement on Monday but completes the assignment later in the week, can the student's attendance coding be changed to "Present-Remote Asynchronous" for Monday?
 - A. No, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day. The absence cannot be changed to Present-Remote Asynchronous if the student completes the engagement at a later date. In the example above, the student would be counted absent on Monday. The teacher can still grade the assignment and issue a grade based on his/her grading policy.
2. Q. If a student makes academic progress at night, can that student's attendance be adjusted on the following day?
 - A. Yes, as long as the student is providing daily engagement through one of the three methods noted above, the student's attendance mark can be changed to "Present-Remote Asynchronous".
3. Q. If a student decides to complete the entire week's worth of work on Friday, can the student's attendance be coded to show perfect attendance for the week.
 - A. No, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and the absence cannot be changed to "Present-Remote Asynchronous" if the student completes the engagement measure on a later date. In the example above, the student would be marked absent Monday – Thursday. The teacher can still grade the assignments and issue grades based on his/her grading policy.
4. Q. How will a student or parent know if a student was marked present for a particular day?
 - A. Students and parents will be able to see attendance marks in Focus.



5. Q. What if a student does not have internet access at home?
 - A. A student who does not have internet access should contact the school for assistance with connectivity.
6. Q. What is a student does not have internet access on a particular day?
 - A. A plan will need to be developed that includes a daily measure of student engagement with a teacher to ensure the student is making adequate progress with work for that day. The plan could include daily teacher and student interactions over the phone focused on discussion of the student's academic work and progress as an alternative to online engagement methods.
7. Q. What if a student has an IEP that allows him/her to turn work in late. Can we still count the student present for that day if he doesn't turn in the assignment?
 - A. In this case, the teacher will need to engage with the student using one of the other approved methods. The teacher could email, text, or call the student to check on his/her progress.