



# REV Attendance Procedure

*(Full Distance Learning Model - Fall 2020)*

## PART 1: ATTENDANCE CODES

### Attendance Codes and Rationale

Descriptor	Code	
Present >80%	(automatic)	Students are considered present if they are live and visible in the video conferencing session for at least 80% of the day/period. Attendance is <u>not</u> dependent on whether a student is turning in work or engaging. Present indicates that the student was there for the majority of the school day.
Present <80%	T	Students are considered (T) if they checked in for just part of the school day/period, then disappeared. This code is designed to identify students who are not present/visible for the majority of the school day/period.
Absent	A	Students are considered (A) if they were not present/visible in the video conference at any part of the lesson, nor did they complete any of the on-line lessons. <b>(SEE G)</b>
Not present but engaged	G	Students are considered (G) if they were not present in the video conference, but <u>did</u> complete or attempt to complete the lesson on the given day.

## **PART II: CLASSROOM AND SITE RESPONSE**

### **Tiered Attendance and Re-Engagement Strategies**

#### **Tier One Strategies (on or before consecutive absence #3)**

- Classroom Response
  - Notification to parents/guardians about absences and verify contact information
  - Referral to Attendance Clerk, School Counselor
  - T (Tardy) codes may generate this as well
- School Response
  - Daily dialer (A and T codes)
  - Identify and remove barriers to school attendance (i.e. internet or device)
  - Attendance letter 1; possible SART meeting
    - 5 tardies equates to 1 absence

#### **Tier Two Strategies (on or before absence #6)**

- Classroom Response
  - Continued communications to parents/guardians
- School Response
  - Referral to Attendance Clerk, School Counselor for follow up
  - Possible connection to other support services
  - Attendance letter 2; SART meeting

#### **Tier Three Strategies (on or before absence #9; absence #10+)**

- School Response
  - Attendance letter 3
  - Refer to District Student Services or Counseling Team
- District Response
  - Student Services communication to parents/guardians
  - Home visit by Student Services
  - Student Services identify and remove barriers to school attendance if possible
  - Possible referral to third party counseling services
  - Possible referral to SARB

\*\*Site and District Response Strategies will be considered based on full-day absences.