



Attendance Tracking - Red Light

Attendance Guidelines in a Virtual Learning Environment

PRESENT Defined in K-12 Classrooms - Daily Attendance will be taken on eSchool for designated virtual interaction(s). Ideally, this would be during a LIVE video broadcast but depending on circumstances, these interactions may vary (see **Interaction Defined** below).

Interaction Defined: Every child is expected to remotely interact with their teacher(s) each day in some manner. This includes days and periods when a student is not required to login to a live session with the teacher. If Toledo Public Schools is in session that day but there will not be a video broadcast for classroom instruction, the teacher will have the discretion to determine how the child will virtually interact that day to satisfy his/her attendance requirement. For example, a teacher may create an online message board for his/her students to “check-in” on that day or students may have to upload something showing evidence of work progress to get attendance credit for that day.

Frequency - As always, in Elementary Schools, attendance only needs to be entered once per day. In High Schools, attendance should be entered for the period(s) that the student is expected to participate on that day (see **Interaction Defined** above). All teachers (K-12) will have until 3:15 each day to enter whether a child in their class was PRESENT or ABSENT that day.

NOTE: Attendance automatically defaults to PRESENT if the teacher does not enter otherwise. Teachers are asked to use their professional judgement when determining the online criteria that a student would need to meet to determine his/her presence in class.

Automated Parent Notification - An automated call will be made daily to parents to inform them that their child was marked absent for that day because he/she did not login or interact with the teacher at their designated time or with the established criteria.

Review and Update Attendance - K-12 teachers should review progress of students that were previously marked absent during the week. If a student made contact, or a parent communicated with the teacher about absence, and sufficient evidence is provided that the child did access or participate in the lesson he/she missed, then the teacher has the discretion to change the ABSENT entry to PRESENT for that day. Updating attendance can be done at any time during the week but should be completed before the end of the day on Friday of the same week when an absence was recorded.

PRESENT – COVID Reasons - Additional reasons have been added for consideration to change a child’s absence to **PRESENT**. These additional reasons are “**UNIQUE TO COVID**” and may include, **but are not limited to**, the following:

- Technology Difficulties (ie: No wifi or internet access, electrical interruption/outage, etc.)
- Faulty Device (ie: damaged computer, computer won’t charge or turn on, etc.)
- COVID Related Trauma – specific situations related to COVID that are beyond their control (ie: child care issues, older school-age siblings supervising younger siblings, multiple children with common instruction time, etc.)

Teachers and administrators know their students and families’ best. In these unprecedented times, consideration should be given for all reasonable excuses. As always, documentation and/or data entry should be noted for reporting purposes. Options for easier collection of this information are being discussed and the specifics will be shared before the 1st day of school.

If you have any questions, please contact the Office of Pupil Placement.