

## **Attendance Procedures during Distance Learning for All (Spring 2020)**

### **Why Recording Attendance?**

- Attendance recording during this period of Distance Learning for All will allow families, teachers, schools, and the district as a whole to track student-teacher contacts in an effort to allow teachers, schools, and the district to identify the students who are not engaging, so they can be targeted for reengagement efforts


### **How to Record Attendance?**

- Student attendance will be recorded using Synergy
- Students will be recorded as having been present or absent during a whole week at a time. Attendance will be entered once a week on the last day of the week based upon students checking in once or more times over the course of the same week (having at least one two-way contact with his or her teacher).
  - E.g. the weekly attendance for the week 4/20-4/24 will be entered in Synergy as the attendance for Friday 4/24 if that is the last day of the week for that class
  - In grades KG to 5 the attendance record for the last school day of the week will need to be entered both for AM and PM
  - Taking attendance in List view may be helpful. [[elementary video](#)] [[secondary video](#)]
- A two-way contact could be an email (e.g. answering a question after watching a video), a phone conversation, a Zoom class or office hours, submitting class work in Seesaw or Google Classroom, etc.
- Families will receive autodialer calls about attendance every Saturday. The message in those autodialer calls will be appropriate to the current circumstances

### **How to Use Attendance Information?**

- Attendance reports in Synergy will identify the students who are not engaging with Distance Learning for All. They will be the students marked as absent on the last day of each week and prime candidates for teachers and schools to reach out to them and offer help

### **Suggested Additional Tools for Teachers to Create Detailed Logs of Student-Teacher Contacts**

- Running reports STU408 (Class List) or STU409 (Class Roster) in TeacherVUE, exporting them to Excel or PDF, and using them to log contacts
- Utilizing the 'Add Note' feature in TeacherVUE to log contact details by hovering over the upper left corner of a student's picture and clicking on the 'Add Note' icon . Screenshot below.



- Please note that anyone with Synergy access can view these notes, therefore please keep your entries generic or non-confidential
  
- Creating non-graded assignments in Gradebook for each week with “Attendance” as the assignment type and using those assignments’ note entry function to log contact or non-contact details
  - Assignment Type: Attendance
  - If you do not see “Attendance” as an option, go to Grade Book > Grade Book Setup > Assignment Types (tab). In “Options” near the upper left, check “Show Hidden.”
  - Assignment Category: Not for Grading
  - Date of Assignment: The first school day of the week
  - Due Date: The last school day of the week
  - Use the Assignment Note Entry function to log contact or non-contact details.
  - Activate this function at Grade Book > Grade Book Main. Click the “Filters and Options” button and check “Assignment Note Entry function.” Upon entering a Grade Book mark, a pop-up appears allowing you to enter a public or private note. [[video](#), minute 2:20]
  
- The shared Google Sheets files already created by some schools