

## **ATTENDANCE FOR STUDENTS IN VIRTUAL SCHOOL**

Virtual schools must maintain auditable attendance records and provide attendance information to the school district. Official school attendance is determined in one of two ways depending upon the program provider:

### **Attendance by Day:**

Each time the student spends time online in the virtual instructional program attendance should be recorded. The following steps must be used to determine the number of days of instruction for attendance reporting:

- “Time spent online” on 180 or more days will be reported with Days Present, Annual equal to 180 days and Days Absent, Annual equal to 0 days.
- “Time spent online” for less than 180 days will be reported with the number of Days Present, Annual based on the number of days “spent online”.
- Days Absent, Annual reported will be determined by subtracting the Days Present, Annual from 180.

### **Attendance by Hours:**

Each time the student “spends time online” the hours of attendance should be recorded. Students in grades K-3 must attend at least 720 hours (4 hours per day) of instruction. Students in grades 4-12 must attend at least 900 hours (5 hours per day) of instruction. The following formula must be used to determine the number of days of instruction for attendance reporting:

- Record the hours of each student’s “time spent online”.
- Calculate the total number of hours the student “spends online”. The number of hours of instruction must be equated to days of attendance by using:
  - Grades K-3: Divide the total number of hours of instruction by 4.
  - Grades 4-12: Divide the total number of hours of instruction by 5.
- Record the total number of Days Present, Annual (not to exceed 180).
- Record the total number of Days Absent, Annual by subtracting Days Present, Annual from 180.

## TYPES OF ABSENCES

### EXCUSED ABSENCES

Board Policy [5200](#) -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed, see [Exhibit#2](#) for the 2021-2022 School Calendar.

The religious holiday listed on the district's approved list of religious holidays ([Exhibit #3](#)) are to be marked with an "X" (this attendance code may not disqualify students from Perfect Attendance recognitions/awards)

- I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.
  - The absences are to be preapproved by the school principal.
  - Students shall have a reasonable amount of time, to complete make-up work.
  - Attendance Correction Form ([FM-5556](#)) will be sent to the Federal and State Compliance Office, via [Ivanti Service Manager \(ISM\)](#) for processing.

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

- J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal: The student must receive advance written permission from the principal. Examples of special events: public functions, conferences, and Regional, State and National competitions.