

## Recommendations for SASA Update

### **First Day Attendance**

A student may not be enrolled in membership unless they are present on their initial day of enrollment. A student must be present at least one-half of the school's instructional day in order to be recorded present for the day.

A student can be enrolled in membership on their initial day of enrollment if they are present on-site or present off-site (1R):

1. If a student is on-site on their initial day of enrollment and is present at least one-half of the instructional day, the student is “present on-site.”
2. If a school offers remote instruction and the student participates in remote instruction on their initial day of enrollment, a positive two-way communication is required between the student/parent/family and a school official designated by the school. For instance, a documented phone call or electronic communication or meeting. If an email is used to communicate, the date of the response from the student is considered the date of the initial enrollment. The student is “present off-site (1R).” An evidence of work is not sufficient for the initial date of enrollment.

A student not present on their initial enrollment day must have their enrollment day moved forward until they have met the requirements to be present.

### **Daily Attendance**

1. Attendance must be taken each day of the school year in PowerSchool for on-site students and remote instruction students.
2. A student is considered present for the purposes of daily attendance during a remote instruction day and with the exception of the initial enrollment day:
  1. If a student completes their assignments for each remote instruction day, either online or offline; and/or
  2. If a student has a daily check-in, a two-way communication, with the appropriate teacher(s):
    1. In grade K-5, homeroom teacher
    2. All other grade levels, each course teacher as scheduled

Public school units shall communicate the attendance procedures to students and parents/families before the first day of remote instruction begins. It is a local decision as to the method of this communication.

### **Attendance Code Update**

#### *Quarantine or Covid Related Absence - 1D*

When the absence results from Covid or other CDC/Health Department determined infectious disease; or when isolation of the student is ordered by the local health officer or by the State Board of Health or when isolation or quarantine of the student is a required state or local control measure.

This is an absence code and is not to be used to enroll a student in membership (E1) on their first day.

## FAQs

Can the present off-site (1R) attendance code be used for students in a virtual school setting?	No The default present code can be used to record attendance in a virtual school setting.
Can the present off-site (1R) attendance code be used for students receiving virtual instruction?	Yes. The present off-site (1R) code can be used to record attendance for students who are receiving temporary virtual instruction that is not through a virtual school setting.
Which attendance code should be used for a student quarantined or not present due to a Covid related absence on their initial (first) day of school?	If the PSU offers remote instruction and the student participates in remote instruction on their initial enrollment day, the present off-site attendance code is to be used in accordance with the present off-site guidelines to E1 the student. Otherwise, the student is not present, and the initial enrollment date must be moved forward.
Is the present off-site (1R) code an absent code?	No. The present off-site (1R) attendance code is a present code.
Is the quarantine and covid related absence code a present code?	No. This code is an absent code.
On their initial enrollment day, a student leaves school or is suspended before meeting the half-day requirement to be present.	The student is not present for the day and their enrollment day should be moved forward to the next day when they have met the requirements to be present.
Which attendance code should be used if a student is no longer quarantined but is absent due to recovering from a COVID related symptom?	The 1D Quarantine and covid related absence attendance code can be used.