PPS Attendance Code Pilot

Who - Franklin High School and Roosevelt HS

What - Participate in a district sponsored Attendance Code Pilot. Teachers will be using new attendance codes in Synergy to mark a student present "checked in", instead of marking them absent.

When- **October 1** - **Begin Pilot**

     October 6 - **Short Teacher Survey (Evaluate the process)**
- If survey results are poor - We cancel go back to previous attendance protocol
- If survey state teachers need more time - We extend pilot further
- If result results are good - We keep using and make recommendation to PPS Leadership

How - During the pilot, teachers will document who has "checked-in" for distance learning instead of reporting who is absent.

Attendance Codes:
Students will now be marked as:
Check In Synchronously (CS) or
Check In Asynchronously (CA) during the day.
Unverified Absence (UVA) - means that the student has not engaged in distance learning yet for that school day. If the student does engage before midnight, the teacher will update the student's attendance the following school day.

Teachers have the ability to take attendance by the end of the period
- For a student you see during Synchronous learning, teachers will indicate **CS.**
- If you do not see a student, you leave the field blank.
- Should that student engage in learning asynchronously that day, you would add **CA**.
- If you only see a student for Asynchronous learning, teachers would mark CA.

After the work day, all blank attendance gets autopoluated as an UVA absence.

The auto dialer will call on the day of attendance. Families will get a message in the evening each day if their student has not yet checked in for a class. Students would then have a reminder to engage in learning for that class(es).

Students have 24 hours (from 12:01 a.m. until 11:59 p.m.) to engage in Distance Learning.

The next day, teachers would be responsible for changing attendance from UVA to CA if appropriate. Teachers will have until 4:00pm the next day to make that change.

Why -

We are working to improve attendance taking tools. Our goal is to ensure accurate measurement of attendance for students, families and teachers through a manageable system that follows state guidelines.
We are hoping that adding two attendance codes will help provide more accurate attendance data and make the process easier for teachers.

What does it look like in Student Vue and Parent Vue

1: 1: English Language Arts 9	
Keller, Christopher ✉ ❌	
Check-in Synch	
2: 2: Math Lab	
Morato, Kendra ✉	
Check-in Asynch	
3: 3: Physical Education 1	
Givens, Michael ✉ ❌	
Unverified	
4: 4: World Studies	
Staat, Emily ✉	
Check-in Synch	

During the pilot, teachers will document who has "checked-in" for distance learning instead of reporting who is absent. A parent will be able to see if their student checked in for class when you review their attendance in ParentVue.
Check-In Synch indicates that the student engaged in a live, in person class meeting that included focused activities with real time interaction.
Check-in Asynch indicates that the student engaged in learning at their own pace through small group instruction, videos, projects, pre-recorded lectures, etc. that have been provided by the teacher in the learning management system (CANVAS). **Unverified** means that the student has not engaged in distance learning yet for that school day. If the student does engage before midnight, the teacher will update the student's attendance the following school day.

Parent Communication
A parent letter will be emailed out to families October 1 discussing the Attendance Pilot. Information will also be posted on our website.

Code meaning
CS and CA are activity codes, similar to marking a student on a field trip. They indicate that the student did something different, and do not count towards absences.