

## 2022-23 Attendance Guidance during iLearn@School District-Wide Information

The collection of attendance data and accurate record keeping continues to be an essential factor in our students' academic success. **Students must be in attendance on campus to be considered present.** For the 2022-23 school year, we cannot gather attendance for a student who remains at home. If they are not at school, they cannot be marked as present.

Students are required to attend at least 90% of their classes to receive credit and be promoted. It is imperative that we communicate with students and parents the importance of attending school.

The fundamental rules for Official Attendance Time requirements have not changed. For @School, student must be in attendance on campus to be considered present. The official attendance time for elementary campuses is (10:00am) and secondary campus time is (20 minutes into each period). This is not a change in rule or policy.

Please contact your Principal or Assistant principal if you need assistance in reaching students/parents or have questions on the attendance process.

Important!

**iLearn@School:**  
ALL students physically in the classroom.

- Teachers will post attendance using only the **@School** or **Absent** columns.
- During iLearn@School teachers may **not** use the **Present** or **Tardy** columns to post attendance for 2<sup>nd</sup> period.

Take Daily Attendance - By Name

Tuesday, July 13, 2021

Attendance cannot be entered. A term could not be found for today.  
[Need to take attendance?](#)

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#) | **Select All by MOI:** All Students

Alerts	Student Indicators	Last Name↑	First Middle	GR	MOI	Absent Select All	Tardy Select All	Present Select All	@School Select All
	@S H R W	ESCOBAR	TRISTAN RIVERS	10	RL	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
	R W	ESPARZA	AMANDA REBEKAH	10	RL	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>



## Teachers Guide for Posting Attendance Elementary School Steps

Step	Description of Task	Additional Detail
1	<p><b>Official Time for Posting Attendance</b></p> <ul style="list-style-type: none"> <li>● <b>At 10:00 am teachers will log in to Skyward to take attendance</b> <ul style="list-style-type: none"> <li>○ Students who are physically in the classroom should be posted <b>@School present</b></li> <li>○ If the student is <b>not physically in the classroom</b>, post the student: <b>Absent</b></li> </ul> </li> </ul> <p style="text-align: center;"><b>ACCORDING TO TEA, FAILURE TO RECORD ACCURATE ATTENDANCE MAY RESULT IN ATTENDANCE NOT BEING ALLOWED</b></p>	<ul style="list-style-type: none"> <li>● Classroom attendance must be posted in Skyward to acknowledge perfect attendance.</li> <li>● Attendance must be taken on the day of a school related activity or field trip. Either right before or immediately after the event.</li> <li>● Substitutes will receive a daily roster to manually record attendance. The attendance clerk shall be responsible for recording absences in Skyward.</li> <li>● Attendance <b>may not</b> be taken by students.</li> <li>● When taking manual attendance always use black or blue ink, strike thru errors and enter corrections nearby and initial.</li> <li>● For security purposes, Skyward has a “<b>Time Out</b>” feature that has been activated. If your computer has been left idle for 10 minutes just log back in. <b>Data not posted will not be saved.</b></li> <li>● Student “Sign-in” sheets to record attendance is not an acceptable method.</li> </ul>
2	<p><b>Acceptable ways to make corrections to Attendance</b></p>	<ul style="list-style-type: none"> <li>● Teachers have access to change attendance in Skyward until 3:00 pm on the same day</li> <li>● Never record entries in pencil or signature stamp</li> <li>● Submit an Absence Change form to the attendance office</li> <li>● Make the correction on the Teacher Verification report. Sign, date and return to the attendance office.</li> </ul>
3	<p><b>Teacher Verification Reports</b></p> <ul style="list-style-type: none"> <li>● <b>Attendance Clerks</b> will print Teacher Verification reports each Friday</li> </ul>	<ul style="list-style-type: none"> <li>● Individual reports will be printed by teacher and organized for distribution.</li> <li>● Distribution will be determined by the campus principal - Left on the teacher's desk the night before, clipped on the teacher's door, maintain teacher folders, etc</li> <li>● The teacher who initially records an absence is responsible for the accuracy of the report and attest to the validity of the data with his/her signature – or, in the case of a paperless attendance accounting system, with his/her entry of data using the teacher’s logon with a district secret password.</li> <li>● Teachers are not required to sign a Teacher Verification report for attendance taken by a substitute</li> <li>● Upon verifying class attendance, sign, date and return the Teacher Verification report to the Attendance Office</li> </ul>



## Teachers Guide for Posting Attendance Secondary School Steps

Step	Description of Task	Additional Detail
1	<p><b>Official Time to Posting Attendance</b></p> <ul style="list-style-type: none"> <li>● <b>Teacher will log in to Skyward to post attendance 20 minutes into each period:</b> <ul style="list-style-type: none"> <li>○ Students who are physically in the classroom post <b>@School present</b></li> <li>○ If the student is <b>not physically in the classroom</b>, post the student: <b>Absent</b></li> </ul> </li> </ul> <p style="text-align: center;"><b>ACCORDING TO TEA, FAILURE TO RECORD ACCURATE ATTENDANCE MAY RESULT IN ATTENDANCE NOT BEING ALLOWED</b></p>	<ul style="list-style-type: none"> <li>● Classroom attendance must be posted in Skyward to acknowledge perfect attendance.</li> <li>● Attendance must be taken on the day of a school related activity or field trip. Either right before or immediately after the event.</li> <li>● Substitutes will receive a daily roster to manually record attendance. The attendance clerk shall be responsible for recording absences in Skyward.</li> <li>● Attendance <b>may not</b> be taken by students.</li> <li>● When taking manual attendance always use ink, strike thru errors and enter corrections nearby, and initial.</li> <li>● Student “Sign-in” sheets to record attendance is not an acceptable method.</li> <li>● For security purposes, Skyward has a “<b>Time Out</b>” feature that has been activated. If your computer has been left idle for 10 minutes just log back in. <b>Data not posted will not be saved.</b></li> </ul>
2	<p><b>Acceptable ways to make corrections to Attendance</b></p>	<ul style="list-style-type: none"> <li>● Teachers have access to change attendance in Skyward until 4:00 pm on the same day</li> <li>● Never record entries in pencil or signature stamp</li> <li>● Submit an Absence Change form to the attendance office</li> <li>● Make the correction on the Teacher Verification report. sign, date and return to the attendance office.</li> </ul>
3	<p><b>Teacher Verification Reports</b></p> <ul style="list-style-type: none"> <li>● <b>Attendance Clerks</b> will print Teacher Verification reports at the end of each day</li> </ul>	<ul style="list-style-type: none"> <li>● Individual reports will be printed and filed by teacher</li> <li>● The teacher who initially records an absence is responsible for the accuracy of the report and attest to the validity of the data with his/her signature – or, in the case of a paperless attendance accounting system, with his/her entry of data using the teacher’s logon with a district secret password.</li> <li>● Teachers are not required to sign a Teacher Verification report for attendance taken by a substitute</li> <li>● Upon verifying class attendance, sign, date and return the Teacher Verification report to the Attendance Office</li> </ul>



## Teachers Guide for Posting Attendance Remote Conferencing

Step	Description of Task	Additional Detail
1	<p><b>Attendance must be taken in accordance with the district’s local attendance procedures manual at the official attendance-taking time during remote synchronous instruction.</b></p> <ul style="list-style-type: none"> <li>● <b>Synchronous instruction:</b> <b>Two-way, real-time/live instruction between teacher and students</b> <ul style="list-style-type: none"> <li>○ Students who are logged in and meet the required amount of instructional hours, mark the student: <b>Present</b></li> <li>○ If the student is <b>not logged in for the required amount of time</b>, mark the student: <b>Absent</b></li> </ul> </li> </ul> <p style="text-align: center;"><b>ACCORDING TO TEA, FAILURE TO RECORD ACCURATE ATTENDANCE MAY RESULT IN ATTENDANCE NOT BEING ALLOWED</b></p>	<ul style="list-style-type: none"> <li>● Class Rosters shall be provided to the Teacher/Sub on a daily basis to identify the student(s) who are approved for synchronous instruction</li> <li>● Class Roster shall identify the student name, ID#, hours served and attendance marked</li> <li>● Teacher/Sub must see the student’s face on the camera</li> <li>● Students who are not logged in for the required amount of time should be posted absent. <ul style="list-style-type: none"> <li>❖ <u>Students in grades PK – 5 must receive the equivalent of 4-hrs of instruction with at least 2 hours of synchronous instruction each school day.</u></li> <li>❖ <u>Students in grades 6-12 must receive at least 4-hrs of instruction through synchronous instruction each school day.</u></li> <li>❖ This instruction does not need to be consecutive.</li> </ul> </li> </ul>
2	<p><b>Posting Attendance</b></p> <p><b>Attendance Office shall be responsible for posting attendance</b></p> <p><b>Attendance Codes:</b></p> <p><b>Code E-Q for Quarantine</b> – student is @home for quarantine reasons and has not started virtual instruction.</p> <p><b>Code ‘C’ Remote Conferencing</b> – student is @home and is approved by the campus admin and is receiving virtual instruction</p>	<ul style="list-style-type: none"> <li>● Attendance Rosters shall be submitted to the attendance office by the end of the day</li> <li>● Attendance logs shall be filed by date</li> <li>● Attendance for students who receive remote conferencing may count for FSP funding purposes; provided all requirements for Remote Conferencing are met.</li> <li>● Total amount of remote conferencing instruction may not exceed more than 20 instructional days over the entirety of the school year</li> <li>● However, waivers for an extension by student may be submitted to TEA and will be granted on a case-by-case basis.</li> </ul>