

Dear parent(s)/guardian(s),

Please read below for a description of attendance in brick and mortar courses-vs- attendance in distance learning courses. We have had many of questions regarding attendance, so we hope this helps to clarify attendance questions you may have now or in the future.

- **Distance Learning Students:** In order to be marked present for a course, a student must complete the teacher's Attendance Form, DURING their assigned class period. This form can be found within the teacher's Schoology course, on the Materials tab. Distance Learning students who do not complete this Attendance Form DURING their assigned period will be marked absent for that period.
- **Brick and Mortar Students:** Attendance will be taken each class period by the teacher. As a reminder, students that arrive after the bell has rung (without a pass) are considered tardy.
- **Brick and Mortar students attending Distance Learning Conferences in lieu of attending Brick and Mortar classes:**

A Brick & Mortar student will be marked absent if the student does not attend his/her Brick & Mortar class at school. If a Brick & Mortar student is absent from school because of illness, doctor's appointment etc. then the student will be marked absent. Attendance is a legal document; therefore, Brick & Mortar students are not able to make up an absence from a Brick & Mortar class by participating in the class through Schoology for the day. We would encourage our absent Brick & Mortar students to check Schoology when they are out, in order to not fall behind on classwork, but if they are not present in the classroom, they will still be marked absent.

- **Brick and Mortar students under mandatory quarantine:** Students in this situation should communicate with their teachers about their need to quarantine, so they can work out a plan together. If a Brick & Mortar student in quarantine has the option to participate through Schoology and completes the teacher's Attendance Form, they will be marked present. If a Brick & Mortar student in quarantine has the option to participate through Schoology and does NOT complete the teacher's Attendance Form, they will be marked as an excused absence. If a Brick & Mortar student in quarantine does NOT have the option to participate through Schoology, because they are enrolled in a pure Brick & Mortar section, they will be marked as an excused absence and will be able to work out a plan with the teacher on what they can do to not fall behind and how work should be submitted.