

2020-21 Attendance Procedures

As we open schools in-person, hybrid and remotely, we will maintain daily and period attendance reporting and recording. Given the unusual nature of opening schools during this time, we want to share necessary information and procedures to clarify and simplify parent and school responsibilities.

Most importantly, any child who is feeling ill or experiencing any symptoms as identified in our daily screener MUST stay home. For all of us, symptoms that might not have kept us home in the past should now keep us home to stay safe and minimize risk for others. As stated before, this will not be the year of perfect attendance celebrations. It is much better to be safe and extra cautious given the public health crisis we are all navigating.

Attendance reporting and recording procedures

Parent	Teacher	School
Every parent is responsible for completing the health screener each day for each child attending school in-person.	Every teacher will take attendance by period (secondary) and at the beginning of each day (elementary)	Parents of children who have not reported an absence and whose child is not in attendance will be notified by the school.
Every parent has to report absences each morning to their school regardless of in-person, hybrid or remote learning.	Attendance records will be maintained as usual	Attendance records will be maintained as usual

If a child is quarantined due to possible exposure, for any length of time

Parent	Teacher	School
Discuss the quarantine order with Dr. Escobar, Director of PPS and the School Principal Instruct the child to access instruction remotely, if it is available.	Teach the student remotely until the end of the quarantine period and record daily attendance as present when student attends remotely	Notify teacher that student will be accessing instruction remotely until the end of the quarantine period

If a child is ill and absent, for any reason,

Parent	Teacher	School
Report the absence to school	Post work online for student to access when appropriate	Record absence

If a child is well later in the day of a reported absence,

Parent	Teacher	School
Contact school with updated information that child will be attending remotely for the remainder of the day	Teacher will expect student to attend at the time communicated by parent and record attendance as present - attending remotely	Record the student as present, attending remotely, for the remainder of the day

