



August 7, 2020

Parent/Guardian of FSSD Student:

The Franklin Special School District places a high value on attendance because of its direct correlation to the success students will experience on their educational journey. Attendance for remote and virtual learners will be tracked. We want to ensure that parents understand the new attendance tracking process for remote and virtual learners. Attendance will be documented and the FSSD Truancy Tier Intervention Protocol will still be followed should a remote or virtual learner not comply with state-mandated academic requirements.

How will attendance be tracked for virtual / remote learners?

- Each teacher will create an attendance activity for his/her students to complete during the day.
- The student will complete the attendance activity for ***each core content area period of the day***. (i.e., one for math, one for English language arts, one for social studies, one for science).
- On Monday morning by 9:00 AM, the teacher will review the *previous week's* daily attendance activities for his or her content area.
- Based on this information, the teacher will then mark the student absent for the period(s) that do(es) not have a completed attendance activity.
- Each student should have an absent/present mark for each period of the day.
 - Students must complete the activities for the previous week by 9:00P.M. on Sunday night.
- Teachers will take and enter attendance for each of the four core content classes: English language arts, math, science, and social studies.
- If a student completes three or more attendance activities for the day, the student is *present* for the entire day.

What if my child is ill or cannot complete assignments and he / she needs to be "excused absent"?

- Email the attendance secretary at your child's school.
- Mail the parent's note or doctor's note to the school via the US Postal Service.
- Scan and email the doctor's note to the attendance secretary at your child's school.
- Bring the parent's note or the doctor's note to the school in person and deliver to the attendance secretary.

What if my child is absent and he/she is marked "unexcused"?

- If a student does not complete three or more of the four attendance activities in one day, that day will be counted as "unexcused absent" until the district receives documentation stating otherwise.
- You must provide a parent's note or doctor's note in order for the absence to be excused *within seven days of the absence*.
- You are permitted ten parent's notes per school year.
- If unexcused absences continue to accrue, the district's Truancy Tier Intervention Protocol will be implemented.
- If absences continue despite Truancy Tier Interventions, a truancy petition will be filed with the Williamson County Juvenile Court.

For more information regarding attendance, please visit <https://fssd.org/attendance/>. If you have a question or concern, contact your child's school or FSSD Safety and Attendance Supervisor Celby Glass at 615-472-3117.

Thank you for helping your child attend remotely or virtually every day in order for him or her to have a successful 2020-2021 school year.