



# GCA ATTENDANCE

## Reminders/Checklist

You are our champion.



### GCA PARENT STUDENT HANDBOOK

1

Please review the student handbook for all attendance policies and procedures.

2

### GUIDELINES FOR GOOD ATTENDANCE

Check out these 5 tips to be successful

### HELPFUL LINKS

3

check out these helpful links.

4

### NUCLEUS HOME PAGE

Log the minimum required hours for your student in Nucleus. Students must participate in school learning activities for a minimum of 180 days per school year.

Please take note, the minimum number of hours required per school day are as follows:

Kindergarten: 4.5 hours per day

1st-3rd grade: 4.5 hours per day

4th-5th grade: 5.0 hours per day

6th-12th grade: 5.5 hours per day

### NUCLEUS HELP VIDEO

5

Excuse Notes are uploaded to Nucleus within 3 days of an absence.

6

### MAKE SURE YOU HAVE ACCESS TO CLASSES THROUGH YOUR COMPUTER (NOT A PHONE/TABLET)

- Set alarms (phone/computer) to make sure you're in class on time
- Computer is charged and working - if not working, please contact SCA
- Internet access (have 3 reliable backups if wifi is unavailable - neighbor, local library, coffee shop, cell phone hotspot etc.)
- Go directly to Canvas, then to Class for each class link; do not use a bookmarked link (please ask your learning coach or FEL for help)
- Log out of the system after school everyday and log back in the next morning.
- Check emails daily from teachers/administrator for any changes
- Check schedules and flex levels regularly in Infinite Campus
- During testing weeks, check testing calendars and emails for schedule of tests and classes

### ATTENDANCE LIVE HELP

7

If you have any additional questions about how to make sure your attendance is recorded properly, please reach out to your Attendance Specialist or your Family Engagement Liaison, or attend one of our Attendance Live Help Sessions Wednesday at 12:00 PM.