

# Attendance Entry for Face to Face and Remote Learners

## FACE TO FACE Learners ATTENDANCE

Attendance for Face to Face learners will be the same as it has always been. Students default to present and will be marked absent if they are not physically present. However, if a student should login into Canvas or Seesaw and complete a measure by 11:59 pm they would be marked RA-Present.

## REMOTE Learners ATTENDANCE

In accordance with TEA guidelines: A student participating in remote instruction will be marked 'RA-Present' if the student meets one of the following requirements prior to 11:59 p.m.

- Student was engaged in activities/assignments in a time-stamped platform,
- Student demonstrated progress or participation via teacher-student interactions (including, but not limited to Teams, phone calls, emails, chats, etc.), or
- Student submitted assignments to teacher (via Canvas or Seesaw, email, mail or other educational platforms)

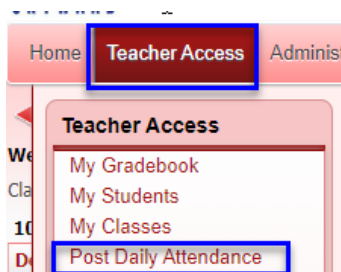
A student participating in remote instruction who fails to meet any of the above requirements prior to 11:59 p.m., will be marked 'Absent'.

## Daily Attendance Expectations:

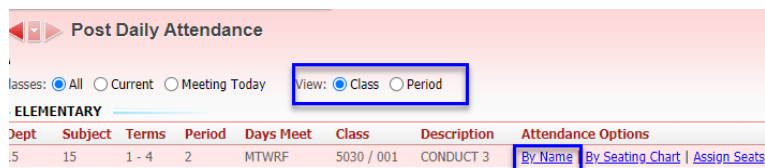
- Teachers must report attendance in Skyward daily prior to leaving campus at the end of the day.
- Teachers will have up to three days to update attendance in Skyward if corrections need to be made.
- Teachers are required to report any corrections to the campus Attendance Clerk if errors are noted after the three-day window.

## Enter Daily Attendance

Go to Teacher Access – Post Daily Attendance

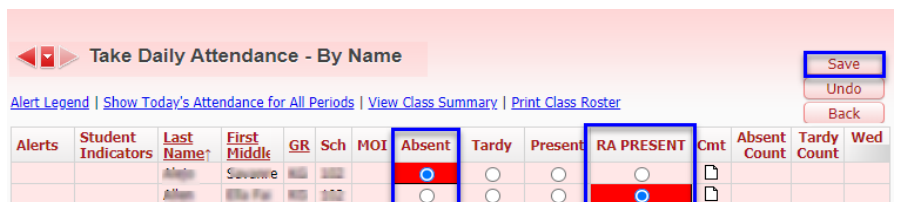


Select **View Options** either by **Class** or **Period**  
Click the **By Name** link



## How to Enter REMOTE Attendance:

Teacher enters attendance by selecting the 'RA-Present' for students who meet the participation requirements above and 'Absent' for those who do not. Click 'Save.'



Teachers should review absent students the following day to determine if work was completed prior to 11:59 p.m. To make an update to the Absent code, click on the appropriate box under the day that needs to be corrected.

Save  
Undo  
Back

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	RA PRESENT	Cmt	Absent Count	Tardy Count	Tue 9/15	Mon 9/14	Fri 9/11	Thu 9/10
		Bard	Evian Oja	05	111	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>			R -			
		Barnes	Taylor Ja	05	111	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>			R -			
		Beebe	Coley Prag	05	111	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>						
		Brecom	Harold H	05	111	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>						

The window will open to allow the teacher to change the code. Update the code and click 'Save.'

**Take Daily Attendance - By Name** My Print Queue ?

Save  
Undo  
Back

Modify Attendance for **Tuesday, August 25,** \_\_\_\_\_

Last Name	First Middle	GR	Sch	MOI	Absent	Tardy	Present	RA PRESENT
Alejo	Tawannah Marie	05	111		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>