## 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 threeday window.

## Enter Daily Attendance

Go to Teacher Access - Post Daily Attendance

Ho	Teacher Access Administ	Select <b>View</b> Options either by <b>Class or Period</b> Click the <b>By Name</b> link
We	My Gradebook	Post Daily Attendance
Cla	My Students	lasses: • All O Current O Meeting Today View: • Class O Period
10	My Classes	ELEMENTARY
D	Post Daily Attendance	Subject     Terms     Period     Days Meet     Class     Description     Attendance Options       .5     15     1 - 4     2     MTWRF     5030 / 001     CONDUCT 3     By: Name     By: Seating Chart   Assign Seats
How t	to Enter REMOTE Attendance:	
Teache	er enters attendance by selecting the	'RA-Present' for students who meet the participation requirements above and

Take Daily Attendance - By Name													ve
Alert Legend   Show Today's Attendance for All Periods   View Class Summary   Print Class Roster													
Student Indicators	<u>Last</u> <u>Name</u> ↑	<u>First</u> <u>Middle</u>	<u>GR</u>	Sch	моі	Absent	Tardy	Present	RA PRESENT	Cmt	Absent Count	Tardy Count	Wed
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	iend   <u>Show To</u> Student Indicators	Indicators	Indicators Last Indicators Name? First Middle A	Indicators America GR	Indicators Last First GR Sch Middle Summer Middle GR Sch	Indicators Last First Middle GR Sch MOI	Indicators View Class Sun   Student Indicators Last Middle Middle Sume GR Sch MOI Absent   Indicators Name Middle Middle GR Sch MOI Absent   Indicators Name Sume Image: Sch Image: Sch Image: Sch Image: Sch Image: Sch	Student Indicators Last Name? First Middls GR Sch MOI Absent Tardy   Mid Second	Student Indicators Last Name: Middle First Middle GR Sch MOI Absent Tardy Present   Moi Second O O O O O O	Indicators View Class Summary   Print Class Roster   Student Indicators Last Name <sup>↑</sup> First Middle GR Sch MOI Absent Tardy Present RA PRESENT   Image Image Image Image Image Image Image Image Image	Student Indicators Last Middle First Middle GR Sch MOI Absent Tardy Present RA PRESENT Cmt   Mid Secure Image: Secure </td <td>Show Today's Attendance for All Periods   View Class Summary   Print Class Roster     Student Indicators   Last Mame' Middle   First Middle   GR   Sch   MOI   Absent   Tardy   Present   RA PRESENT   Cmt   Absent Count     Mini Summer   Summer   Mini Summer   Moi   Absent   O   O   D   D     Mini Summer   Mini Summer   Mini Summer   Mini Summer   O   O   D   D</td> <td>Sa Sa   uend   Show Today's Attendance for All Periods   View Class Summary   Print Class Roster Un   Student Indicators Eirst Middle GR Sch MOI Absent Tardy Present RA PRESENT Cmt Absent Count Count</td>	Show Today's Attendance for All Periods   View Class Summary   Print Class Roster     Student Indicators   Last Mame' Middle   First Middle   GR   Sch   MOI   Absent   Tardy   Present   RA PRESENT   Cmt   Absent Count     Mini Summer   Summer   Mini Summer   Moi   Absent   O   O   D   D     Mini Summer   Mini Summer   Mini Summer   Mini Summer   O   O   D   D	Sa Sa   uend   Show Today's Attendance for All Periods   View Class Summary   Print Class Roster Un   Student Indicators Eirst Middle GR Sch MOI Absent Tardy Present RA PRESENT Cmt Absent Count

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 Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Print Class Roster Back 
 Present
 RA PRESENT
 Cmt
 Absent Count
 Tardy Count
 Tue 9/15
 Mon 9/14
 Fri 9/11
 Thu 9/10
 Student Last First Alerts Tardy GR Sch Absent Indicators Name↑ Middle 105 R -Bard Evan Cha 111 0 0 Barron Taylor Ja -111 0 R -Boahm Colin Fran 05 111  $\bigcirc$ 0 Bracam Hariella # 05 111 0 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 Modify Attendance for Tuesday, August 25, Undo Back Last Name First Middle GR Sch MOI Absent Tardy Present RA PRESENT Aleje Savannah Rayne KG 152 0