Instructions | Teacher Classroom Attendance

Special Note
If a student has not been present in your class for two or more days, contact your assistant principal so that processes are initiated to locate and reengage the student.

Instructional Video | *Taking Classroom Attendance*
Updated - Live Waco ISD Classroom Attendance

In this document and video we will cover how to complete classroom attendance for the classroom teacher. These steps will be slightly different with the adding of Remote Asynchronous Instruction, and proper attendance taking will directly impact the funding for the district. Please take time to review the document and ask for any additional guidance needed to ensure efficiency and accuracy.

Official Attendance Time | 9:30 a.m.

Classroom Attendance

1. Navigate to the Frontline SIS platform, https://waco.teams.hosting, and search for the Take Classroom Attendance entry point on the main screen.
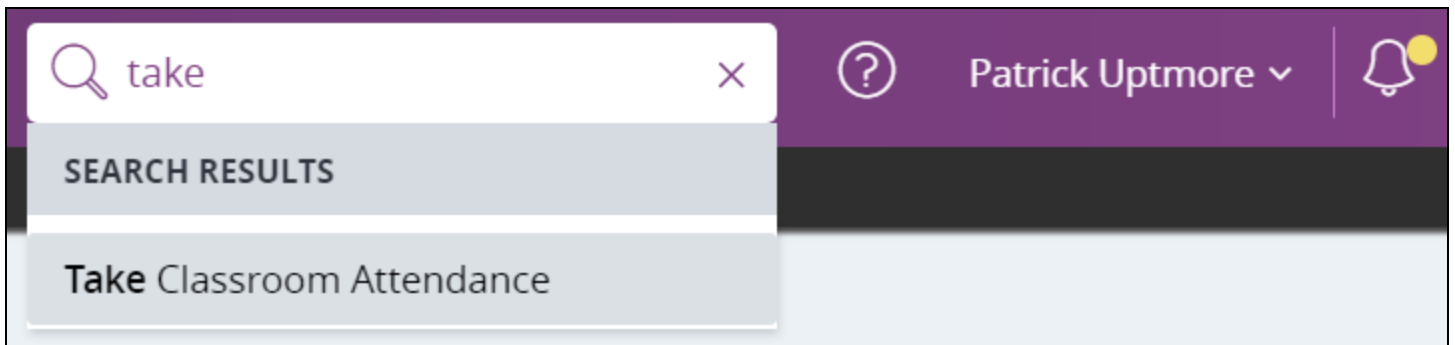
2. Select the appropriate course and period to complete the attendance and click the Select option at the bottom of the window.
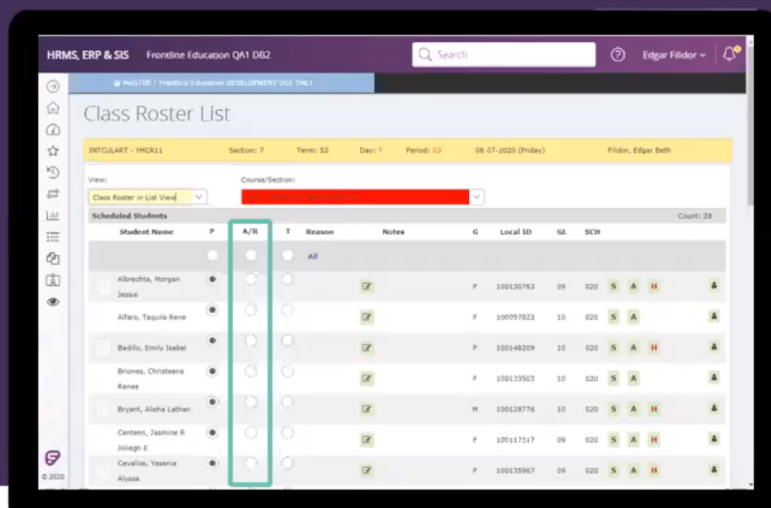
Take Classroom Attendance

Revised Column A/R

A = Absent

R = Remote

⚠️ P = F2F only

3. In your classroom attendance, the **ONLY** students who will be marked as **P** for present will be the students sitting physically in your classroom at the time of attendance.

4. All other students will be marked in the **A/R** column.

5. To mark students who have been actively engaged in remote asynchronous learning at the time of attendance, you will set a **Reason** code of **RAL** (remote asynchronous learning) for the student.

6. Engaged in remote asynchronous learning is defined as:
   a. Accessing and making progress in the Learning Management System on the instructional day
   b. Submitting an assignment(s) during the instructional day
   c. Teacher to student contact during the instructional day
      i.   Online Discussion
      ii. Video Conferencing
      iii. Email Conversation
      iv. Phone Conversation
   d. **All coding for **RAL** must be supported by documentation

7. If a course is fully remote asynchronous learning, you can mark all students as **A/R** by using the radio button found above the first student in the class roster. To mark all the **Reason** codes to **RAL** as default, you can use the all option above the first student in the class roster.

8. Once attendance has been marked, select the P̲ost option at the bottom of the window.

9. Because remote asynchronous learning can take place any time from **midnight to 11:59:59 p.m.** on a given instructional day, teachers will have the ability to adjust the

Reason code for the students attendance for 3 instructional days. Reason codes will be updated by 5:00pm on the 3rd instructional day.

10. Navigate to the Take Multiple Days Attendance tab. Reason codes can be adjusted for 3 instructional days following the original attendance date.

INTCULART - YHCR11	Section: 7	Term: S2	Day: T	Period: 03	07-30-2020 to 08-12-2020	Filidor, Edgar

Classroom Attendance   Mutiple Days Attendance   **Take Mutiple Days Attendance**

Take Classroom Attendance Multiple Days

Name	Local ID	07/30	07/31	08/03	08/04	08/05	08/06	08/07	08/10	08/11	08/12
Albrechta, Morgan Jessie	100130763		CO					RS ⌄		RA ⌄	
Alfaro, Taquila Rene	100097823							RS ⌄			
Badillo, Emily Isabel	100148209			RS	CE	CE		A ⌄			
Briones, Christeena Renee	100133503		CO		A			RS ⌄		RA ⌄	
Bryant, Alisha Lathan	100128776		RS	A		RS ⌄		RS ⌄		RS ⌄	
Centeno, Jasmine R Joliegh	100117317		A					A ⌄		RA ⌄	
Cevallos, Yesenia Alyssa	100135967		RS					RS ⌄		RA ⌄	

11. Make adjustments to the reason codes only with support documentation for the change.

12. Click the $\underline{S}$ave option at the bottom of the window to complete.