



# Note Regarding Attendance

Colorado State Statute 22-33-104.6(3)(a) notes "A child who is participating in an online program shall be subject to compulsory school attendance as provided by this article and shall be deemed to comply with the compulsory attendance requirements through participation in an online program."

Colorado law requires attendance of all children between the ages of 6 and 17. For online students, truancy is defined as a lack of regularly participating in lessons prescribed by their teachers and/or non-communication from students and/or families. Attendance is tracked by student logins and assignment completions/submissions. (Also reference Douglas County School District Re. 1 Rights and Responsibilities Handbook Policy JH.)

This can be found at our District Website, [www.DCSDk12.org](http://www.DCSDk12.org), go to Board of Education & Superintendent Policies >J Students>JH Student Attendance

## How is attendance taken at eDCSD?

Teachers take attendance for each of their classes on Thursdays based on the following criteria:

- Students need to submit at least one assignment through Canvas for each class, each week by Tuesday at midnight. (Note: An attendance mark is recorded individually for each class/subject.)
- If no assignments are submitted the PREVIOUS week, the student is marked absent.
- If the attendance criteria are not met, a student will be marked absent for the PREVIOUS week. One absence is equivalent to 5 missed periods for each class missed.
- If a student ONLY attends the virtual class and does NOT submit any assignments through Canvas they WILL be marked absent.
- 7 Missed periods is equivalent to 1 missed day.

## When is work due?

- All work for the week is due by Tuesday at midnight for each class.  
(Example: if School starts on August 8<sup>th</sup>, work for that week is due by Tuesday August 16<sup>th</sup>)
- The attendance week is calculated from Wednesday morning through Tuesday night at midnight each week.
- Exception: The last week of each quarter is finals week. These weeks are calculated from Monday morning through Tuesday night at midnight.

## What is a district auto dialer?

- The district Auto Dialer is a phone call/email/text message generated through Finals site that will notify parents that their student was marked absent in at *least* one class last week. The Auto Dialer does not contain specific information regarding the absences.
- Parents should log in to IC Parent Portal to view specific class(es) in which the student was marked absent.
- Please do not disregard these district auto dialer notifications, as they alert parents of any absences that have been marked on the student's attendance record. If a student is habitually marked absent the attendance clerk will be in contact with the parents via email and telephone to discuss absences.

## When do district auto dialers go out?

- Friday afternoon - Notifying parents of absences marked for the previous week.

## Contact Information: ATTENDANCE LINE

Attendance Secretary, Sally Garrett, [sgarrett@dcsdk12.org](mailto:sgarrett@dcsdk12.org) - 303-387-9604

<u>DAY DIALER IS SENT:</u>	<u>GRADE LEVEL</u>	<u>ABSENCES REPORTED FOR:</u>	<u>CALCULATION:</u>
FRIDAY	ALL	Previous Wednesday- Tuesday	1 Mark= 5 Absences per course

Please refer to our website at [edcsd.dcsdk12.org](http://edcsd.dcsdk12.org) and select the Resources tab then Policies and Procedures for more information about attendance.

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