Online & In-Person Attendance Procedures

Student absences must be reported to the school, whether it is an absence to online or in-person class.

⇒ **Parent/guardians must be the individuals that report an absence to the office based on the guidelines below.**

As we are a blended, virtual school, the same practices for absences to in-person are also expected to be followed when a student is absent to an online, live lesson. Absences to online, live lessons accumulate the same as absences to in-person, additionally, online, live lessons are equally as important to in-person sessions in our environment.

It is a recommended practice for a student or parent to email their teachers and notify them of absences. For example:

> *Dear (teacher name),*
> *I am writing to let you know that I will be missing your class on (dates) due to (illness / an appointment / appropriate details the student is willing to share). I do not want to fall behind in your class. Would you be able to let me know what assignments I will be missing and what I need to do to remain on track for your class? Thank you in advance.*

Scenario	Parent/Guardian Action
My student is ill and will be missing school.	Parent/Guardian must call the office at **531-299-0269. (**Provide the **student's first & last name**, **your name, your relationship to the student, & the reason for absence**.
My student has an appointment and will be arriving to school LATE.	Parent/Guardian must call the office at **531-299-0269.** Provide the **student's first & last name**, **your name, your relationship to the student, & the reason for absence**. >> When the student returns to school from the appointment they should report directly to the attendance office to sign-in and turn in a note from the office, on letterhead or company form, where their appointment was held.
My student has an appointment and will be leaving school EARLY.	Parent/Guardian must call the office at **531-299-0269.** Provide the **student's first & last name**, **your name, your relationship to the student, & the reason for absence**. The student must sign-out at the attendance office **BEFORE** leaving campus.
My student has an appointment and will be missing a whole day.	Parent/Guardian must call the office at **531-299-0269.** Provide the **student's first & last name**, **your name, your relationship to the student, & the reason for absence**. >> Doctor's notes can be faxed to **531-299-0368 or emailed to virtualschool@ops.org.** The student can also bring the doctor's notes to the office.
My student is missing school for a field trip or athletic competition.	Parents and guardians DO need to call the office. If your student was marked absent, but you believe that they are on a field trip or at an athletic competition, call the office at **(531) 299-0269.**
I left an attendance voicemail, and I want to know if it was received.	Please log into the Parent Portal **campus.ops.org** and view the students' attendance record. It may take 1-2 school days for attendance records to be updated.
I see an error in my student's attendance, in Parent Portal. How do I get it corrected?	If a parent/guardian sees another error, please visit the office or call 531-299-0269, and leave a voicemail stating the **student's first & last name**, **your name, your relationship to the student, & the reason for absence, and the error you see**. Staff will contact you if there are further questions.

What to do if your learner will be absent to online learning sessions?
(Online, live absences accumulate the same as in-person and are equally important!)

- Parent/Guardian must call the office at 531-299-0269
- Provide:
  - student's first & last name
  - your name
  - your relationship to the student
  - reason for the absence
- Additionally, it is recommended to email the teacher. This does not take place of communication with the office.

To be successful during online lessons, learners will:

- join on time,
- learn from a quiet, prepared space,
- keep cameras on
- complete welcome tasks
- actively participate.

Supporting Learner Success during online lessons:
To help learners be successful during online lessons, Learning Coaches play an essential role. To support your learner:

- Provide a quiet learning space.
- Ensure materials are ready.
- Support engagement as needed.
- Notify office/teacher of absences or tardies.
- ***Report tech issues to*** ***ovs-techhelp@ops.org***

Online Lesson Tips for Learners & Learning Coaches
If a learner is waiting in the Microsoft Teams lobby:

- Wait a few minutes for the teacher to admit students.
- Leave the meeting, confirm the learner has selected the correct class and meeting time, then rejoin.
- Type a message in the Teams chat to notify the teacher learner is waiting.
- Email the classroom teacher as soon as possible

Please note: There is no guarantee the teacher will see the email in time to admit the learner, and the absence may still be counted as an absence, even if an email was sent.