

Long Range Plan

Make Up Seat Time Program (MUST) | 2026–2027

Purpose: Provide a consistent districtwide schedule for identifying attendance concerns, communicating with families, tracking recovery time, and completing attendance and grade adjustments in JCampus.

Program Requirements at a Glance

Grade or Course	Credit Threshold	Online Recovery	Final Deadline
Grades K–8	More than 14 unexcused absences in a yearlong course	60 productive minutes recover one full day	May 26, 2027
High school semester course	More than 7 unexcused absences	180 productive minutes recover one full day	January 6 or May 26, 2027, as applicable
High school half credit course	More than 4 unexcused absences in a quarter	Prorate by the number of classes in the daily schedule*	January 6 or May 26, 2027, as applicable

Attendance status: Exempted and excused absences do not count against attendance requirements. Absences marked E or D in JCampus do not count. Absences supported only by parent notes must be recovered through MUST.

Note:
*45 minutes = 1 day of recovery per course day for half credit and full credit courses in high school.

2026–2027 Implementation Timeline

August: Program Introduction and Initial Communication

Attendance reports: High school: Attendance by Course Report. Elementary and middle school: Attendance Summary Report.

- Preview MUST during orientation, open house, and student assemblies.
- Explain attendance thresholds, recovery options, required minutes, documentation, and deadlines to students and families.
- Identify the MUST facilitator and establish online program access, face to face schedules, tracking tools, and JCampus procedures.
- Send initial family communication before Fall Break.

Responsible: Principal or Principal's Designee

September 10: First Attendance Review

Attendance reports: High school semester courses: 5 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 3 or more absences.

- Identify students with emerging attendance concerns.
- Begin tracking MUST minutes, completed assignments, and attendance adjustments in JCampus.
- Provide required attendance notifications and document the date and delivery method.
- Add a note about attendance to the principal's message on interim reports.

Responsible: Principal or Principal's Designee

October 8: Second Attendance Review and Communication

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: review all students at risk because this is the final day of the quarter. Elementary and middle school: 5 or more absences.

- Send follow up communication regarding accumulated absences and MUST requirements.
- Continue tracking productive minutes, completed assignments, and approved attendance adjustments.
- Confirm quarter course recovery and grade adjustment documentation is complete.

Responsible: Principal or Principal's Designee

Early November: Targeted Family Contact

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 7 or more absences.

- Contact students and guardians to review attendance status and required recovery time.
- Coordinate with the attendance clerk and MUST facilitator to verify completed work and adjust minutes.
- Refer students for additional attendance interventions when appropriate.

Responsible: Principal or Principal's Designee

November 16: Third Attendance Review

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: review students approaching or exceeding district thresholds.

- Use JCALL, email, individual meetings, and other documented outreach to encourage Thanksgiving Break participation.
- A/BIT members, administrators, counselors, and the MUST facilitator contact families of high school students with 8 or more absences and elementary or middle school students with 12 or more absences.
- Continue tracking recovery hours and JCampus adjustments.

Responsible: Principal or Principal's Designee

December 8: Pre Winter Break Review

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 7 or more absences.

- Meet with identified students and contact families.
- Use JCALL, email, individual meetings, and other outreach to promote Winter Break completion.
- Remind students in half year and first semester courses that all MUST minutes are due January 6, 2027.
- Adjust MUST minutes and attendance records as documentation is approved.

Responsible: Principal or Principal's Designee

January 6: Half Year and First Semester Completion Deadline - High School Only

- Ensure all required MUST minutes are completed for half year and first semester courses.
- Submit the MUST Program Completion Form to the principal for approval.
- Complete approved attendance and grade adjustments in JCampus and scan all forms into the student record. Place originals in CUM folder.

Responsible: MUST Facilitator, Principal, Assistant Principal or Designee, Attendance Clerk

January 8: Post Winter Break Review

Attendance reports: Elementary and middle school: 7 or more absences. High school: verify that first semester and half year records are finalized and begin second semester monitoring.

- Review completion data and unresolved attendance or grade issues.
- Continue tracking full year courses and begin second semester MUST monitoring.
- Contact families when additional recovery or attendance support is needed.

Responsible: Principal or Principal's Designee

February 1: Pre Mardi Gras Break Review

Attendance reports: High school semester courses: 5 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 10 or more absences.

- Use JCALL, email, individual meetings, and other documented outreach to promote Mardi Gras Break completion.
- Meet with students and contact families.
- Adjust approved MUST minutes and continue tracking attendance and completed assignments.

Responsible: Principal or Principal's Designee

March 18: Pre Spring Break Review

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 10 or more absences.

- Meet with identified students and contact families.
- Communicate Spring Break recovery opportunities.
- Continue tracking and adjusting approved MUST minutes.

Note: The end of the semester is March 18th. Half credit courses will need to be posted as F* if time is not completed.

Responsible: Principal or Principal's Designee

April 5: Post Spring Break Review

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 12 or more absences.

- A/BIT members, administrators, counselors, and the MUST facilitator contact families of high school students with 8 or more absences and elementary or middle school students with 12 or more absences.
- Provide additional attendance support or referrals when needed.
- Confirm that students understand the May 26 completion deadline.

Responsible: Principal or Principal's Designee

April 30th: Senior Priority Review

Attendance reports: Seniors only: high school semester courses with 7 or more absences and half credit courses with 3 or more absences.

- Prioritize seniors who may otherwise be ineligible for course credit or graduation.
- Provide each identified senior with a written completion plan and immediate recovery opportunities.
- Complete approved adjustments promptly after all requirements are satisfied.

Responsible: Principal or Principal's Designee

May 3: Final Schoolwide Attendance Review

Attendance reports: High school semester courses: 7 or more absences. Half credit courses: 3 or more absences. Elementary and middle school: 12 or more absences.

- Issue final student and family notifications.
- Confirm remaining recovery minutes, assignments, and documentation.
- Prepare final JCampus adjustments and end of year records.

Responsible: Principal or Principal's Designee

May 26: Full Year and Second Semester Completion Deadline

- Ensure all MUST minutes are completed for full year and applicable second semester courses.
- Submit completion and grade change forms for approval.
- Complete final JCampus updates and scan all approved forms into the student record.
- Prepare end of year program data and recommendations for 2027–2028.

Responsible: MUST Facilitator, Principal, Assistant Principal or Designee, Attendance Clerk

Attendance Recovery Procedures

Approved Recovery Options

- Elementary: Lexia, Edmentum, iReady where available, Zearn for mathematics, or face to face instruction with a certified teacher.
- Middle school: PowerUp by Lexia, Edmentum, iReady where available, Zearn for mathematics, or face to face instruction with a certified teacher.
- High school: Edmentum or face to face instruction with a certified teacher.
- Recovery may occur before school, during lunch, after school, on weekends, and during holidays.

Recovery Minute Equivalencies

Level	Online Learning	Face to Face Instruction
Elementary and middle	60 productive minutes recover one day absent	375 supervised minutes recover one day absent
High school	180 productive minutes recover one day absent	375 supervised minutes recover one day absent

Documentation and Approval

- The online dashboard must verify productive minutes. The facilitator submits the work record and accumulated minutes with the MUST Program Completion Form.
- Face to face minutes must be documented through sign in logs monitored by a certified facilitator.
- The principal approves or denies the completion form. The assistant principal or designee makes approved JCampus changes.
- Every completion form, grade change form, and supporting record must be scanned into the student's JCampus record and placed in CUM folder.

Grade and Credit Outcomes

- Passing grade: after MUST completion, remove the F* and restore the grade the student earned.
- Failing grade: the teacher of record determines which MUST assignments or quizzes may be used for recalculation. If the recalculated grade is passing, the teacher submits a grade change form and the facilitator submits the completion form.
- Parents have 15 school days from report card issuance to dispute and clear attendance and grade issues.

Roles and Ongoing Responsibilities

Principal or Principal's Designee

- Ensure the school has a trained MUST facilitator, approved recovery options, a published schedule, and a reliable tracking process.
- Monitor attendance reports and MUST progress throughout the year.
- Approve or deny completion forms and ensure appropriate JCampus adjustments.
- Ensure students and families receive timely, documented communication and support.

MUST Facilitator

- Assign and monitor approved learning activities.
- Verify productive online minutes or supervised face to face minutes.
- Maintain student work records, sign in logs, and completion documentation.
- Provide frequent progress updates and submit completion forms for approval.

School Responsibilities

- Do not prohibit a student from signing in to school because the student reports without a parent.
- Excuse absences caused by a bus that did not run or arrived late.
- Provide attendance letters by the third, fifth, and seventh day absent and document the date and method of delivery.
- Submit referrals to TASC, FINS, and Child Hearing Officers when appropriate.
- Notify families within three weeks of the quarter or semester end date when a student may be ineligible for credit and MUST is required.
- Include attendance concerns on progress reports.

Parent and Student Responsibilities

- Submit attendance documentation within five days of the student's return.
- Communicate extenuating circumstances to the principal, counselor, or teacher.
- Review attendance regularly in the JCampus Parent Progress Center.
- Report to MUST on time and ready to work.
- Complete assigned work before school, after school, on weekends, or during holidays as needed.
- Request progress updates and an updated report card after program completion.

Required Communication Checkpoints

Checkpoint	Required Action	Documentation
Third, fifth, and seventh absence	Provide attendance letter	Date and delivery method
Progress report	Report attendance concerns	Progress report and contact log
Within three weeks of term end	Notify family of possible credit loss and MUST requirement	Written notice and contact log
MUST completion	Provide final status and updated report card	Approved forms and JCampus record