



Staff Expectations Regarding Student Attendance Procedures

The Wisconsin Department of Public Instruction (DPI) requires school districts to record attendance during the school year for all instruction, including 100% Virtual instruction. Attendance on Virtual Instruction Days will be monitored as noted below. These procedures do not apply to the procedures in the Eau Claire Virtual School. Attendance will be documented in Infinite Campus for each day/course of virtual learning. Attendance procedures are in place to measure whether a student is present or absent. It is not to measure performance or engagement. These are the minimal expectations to be considered present. All students are "Present" in Infinite Campus unless that is changed by a staff member.

Student Attendance Procedures	
Level	Attendance Expectations
PreK-5th grade students	Synchronous attendance for PK-5th grade students poses challenges due to childcare settings and the developmental level of the students. For that reason, attendance for virtual learning will be measured by students/families attending the class morning meeting on Teams or connecting via phone/email with the teacher. Teachers will contact each student/family who do not attend the morning meeting to ensure they know how to access their Virtual Learning for the day. This contact can also be used for attendance purposes. Students are automatically recorded as "Present" in Infinite Campus. If a student does not attend the morning meeting or the teacher does not make contact with the student/family, the following morning the teacher will change the student's prior day's attendance to "Absent" for that day.
6th-12th grade students	Attendance for virtual learning sessions will be measured by students attending the synchronous Teams meeting offered for each course or by students completing their virtual learning work in Canvas. Students are automatically recorded as "Present" in Infinite Campus. If a student does not attend the synchronous Teams meeting or does not complete their virtual learning work in Canvas within 48 hours, the teacher needs to change the student's attendance to "Absent" for that class that day (this would need to be recorded after the fact). Attendance reports can be found in the Teams Chat after the conclusion of the meeting and can be downloaded and reviewed for attendance purposes. Attending any part of the meeting would count as being present. Any day a student will be unavailable to attend their synchronous Teams meetings or engage in their virtual learning expectations in Canvas, the family should report the absence to the school office through normal absence reporting procedures.