

Gretna Elementary School



Paula B. Cocke, Principal

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To: Parents and Students
From: Paula B. Cocke, Principal
Subject: Tracking Daily Attendance
Date: August 19, 2020

Attendance checks will be conducted on a daily basis regardless of instructional modality, so that a data point is available for each student on each school day. Meaningful interaction with a student may double as an attendance check. Teachers will utilize an attendance log to record the type of daily meaningful interaction from the time-based and task- or product-based options listed in the chart below.

*PCS will utilize a combination of Time-based and Task-or Product-based options to record daily attendance.	In-Person	Remote – Online <i>(Meaningful Interactions)</i>	Remote – Other <i>(Meaningful Interactions)</i>
Time-based	Physical presence during the scheduled instructional day <i>*PCS will utilize this option when students attend in-person learning.</i>	Virtual presence for a synchronous online lesson Login time to a learning management system Activity log on a learning management system Total time log on a learning management system Phone call or real-time online chat Time-stamp for posts or submissions	Submission of a time log Phone call Face-to-face meeting (may be an option for divisions have students come in for packet or work collection/drop-off)
Task- or Product-based	Participation in classes/submission of coursework	Participation in a synchronous online lesson Demonstrated evidence of engagement with peers for collaborative work Engagement on a discussion board Email exchange Phone call Submission of task or assignment “View” tracker for asynchronous online lesson	Submission of task, product, or assignment

Teachers will record **RLP** (*Remote Learning Present*) in PowerTeacher, if contact is made with the student via one of the above options. If no contact is made with the student, the teacher will record **RLA** (*Remote Learning Absent*). **Students will have until the following Wednesday to submit assignments from the previous week with the exception of the last day of the six week marking period. An absence will be recorded in PowerSchool for each day there is no evidence of assignments being completed or meaningful interactions documented from the previous week.**