

## **CDE Attendance Requirements COVID-19 September 1, 2020**

Recognizing we are in an ever changing work environment due to COVID-19 and must adapt, we have a new CDE requirement. The CDE is requiring school districts to provide information regarding student assignments as related to instructional minutes, specific information as to synchronous or asynchronous instruction, and certifying accuracy.

In order to meet those requirements, the CDE has provided a form, Combined Daily Participation, which must be completed by teachers and Synergy's STU 409 report indicating student attendance per section.

Beginning September 1, teachers will see new attendance codes when they go into Synergy. The attendance codes accessible to teachers will be the following:

UNV = No participation/absent

SYN = Synchronized, in person live instruction

CON = Student or family contact

ASY = Asynchronized, assigned work submitted/assessment completed

The main difference from August 31 and September 1 is *on September 1 an attendance code is required for each student*. So, if the student was participating and present for instruction the teacher will mark SYN (synchronized), if the student was absent the teacher is marking UNV (absent). In the event, there has been family contact or asynchronized work was completed, then teachers will mark the appropriate code. The final step is for the site clerical/attendance clerk to *print and distribute the STU 409 to teachers weekly*.

Teacher Signatures:

The CDE requires the teacher of record sign the Combined Daily Participation form and Synergy's STU 409. Both forms must be signed and returned to the site attendance clerk.

### **Examples:**

A. Let's say Jessenia did not participate in synchronized instruction and the family had contacted the teacher saying they were having technology issues (or whatever the case may be). Initially, the teacher would mark CON (for Contact), but once the work was turned in, then the teacher could change it to ASY.

The next example demonstrates to educators how COVID-19 has impacted attendance taking.

B. Antonio has a doctor's appointment and cannot attend synchronized instruction. The parent has informed the teacher and in the past this absences would be counted as excused, however in our new COVID-19 world, the teacher can mark CON, then once the work is completed the code can be changed to ASY (asynchronous).

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**COVID-19**  
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**RECAP:**

- *September 1 new attendance codes must be used.*
- *A code must be posted for each student.*
- *In the event a code is not posted, the site clerical/attendance clerk must review and remind appropriate staff.*
- *Each day attendance should be reviewed by the site clerical/attendance clerk to ensure completion and inform administration when this is not done.*
- *Print and distribute the STU 409 to teachers.*
- *Both, the Combined Daily Participation and Synergy's STU 409 forms, must signed and returned to the site attendance clerk.*

**Form Descriptions:**

**Combined Daily Participation** provides the CDE information on the assignments provided students and the instructional minutes attached to those assignments. Teachers can copy and paste the assignment information from any other document currently being utilized into the Combined Daily Participation form.

**STU 409** is a report pulled from Synergy documenting the attendance for each section taught. This form must be signed each Monday for the previous week.