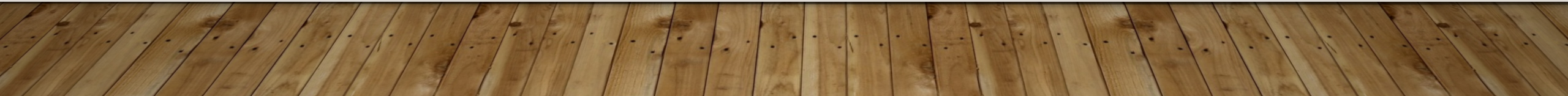


CDE ATTENDANCE REQUIREMENTS

ENGAGEMENT RECORD

SEPTEMBER 1, 2020

**With all things COVID,
we are appreciative of your
ability to be flexible and adjust.**



ED CODE 43504

- (d) (1) Each local educational agency shall document daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day.
- (2) For purposes of this section, daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardians.
- (e) Each local educational agency shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.
- (f) (1) A pupil who does not participate daily in either in-person instruction pursuant to subdivision (b) or distance learning pursuant to subdivision (d) shall be deemed absent by the local educational agency. A local educational agency shall use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.

THREE MAIN AREAS

Compliance Pieces

- Instructional Minutes
- Attendance Codes
- Certifying Accuracy

INSTRUCTIONAL MINUTES

- AB77 establishes minimum school days, which appear the same as current law. Minimums in AB 77:
- Kindergarten 180
- 1st – 3rd 230
- 4th – 12th 240
- Dual enrolled in CCC or CSU 180

ATTENDANCE CODES

Breathe, inhale through nose, out through mouth, deep breath again...

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

TWO FORMS

Must be certified through signature.

- Combined Daily Participation Form
- STU 409 report (from Synergy)

COMBINED DAILY PARTICIPATION FORM

Weekly Engagement Template

Section A – Local Educational Agency (LEA) and Class Information

LEA: _____ Month of: _____ Certified Employee: _____
 School Site: _____ Week of: _____ Grade Level/Class Title: _____

Section B – Weekly Assignments

Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method	Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method
Monday		<input type="checkbox"/> In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Thursday		<input type="checkbox"/> In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
Tuesday		<input type="checkbox"/> In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Friday		<input type="checkbox"/> In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
Wednesday		<input type="checkbox"/> In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <input type="checkbox"/> Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day			

Section B – Certification
 I certify that the information provided on this report is accurate and correct. The signatures listed represent each of the students enrolled on each day listed, and their daily participation, including absence was verified for each student by the teacher.
 Date: _____ Signature: _____

- Must have assignments listed under Summary of Assignments/Assessments. (Can be copy and pasted from other formats shared with students.)
- This form needs to be signed and returned to site clerical/attendance person.

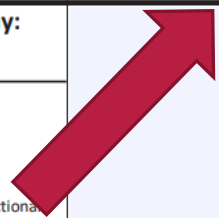

Combined Daily Participation and Weekly Engagement Template

Education Code (EC) Section 43504

Section A – Local Educational Agency (LEA) and Class Information

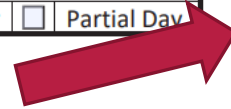
LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade Level/Class Title:	

Section B – Weekly Assignments

Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method	Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method
Monday:		In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Thursday:		In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
		Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day			Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
Non-Instructional Day: <input type="checkbox"/>		Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Non-Instructional Day: <input type="checkbox"/>		Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
Tuesday:	Teachers can mark several areas. 	In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Friday:		In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
		Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day			Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
Non-Instructional Day: <input type="checkbox"/>		Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Non-Instructional Day: <input type="checkbox"/>		Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day
Wednesday:		In-person Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day	Section D – Certification I hereby certify that the information contained on this record is accurate and correct, that the assignments listed represent _____ worth of instructional minutes on each day listed, and that daily participation, including absences was verified for each student in my class. Teacher's Printed Name: _____ Teacher's Signature: _____ Date: _____		
		Video or Online Synchronous Instruction/Assignment <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day			
Non-Instructional Day: <input type="checkbox"/>		Asynchronous Instruction <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day			

Instructional Minutes

Signature



COMBINED DAILY PARTICIPATION FORM

Clarifications

- Form should be used for each section taught.
- When completing the Summary of Assignments/Assessments you can copy and paste from the platform you use to share the information with students.
- Instructional/Assessment Delivery Method is a total of the instructional minutes each day. Therefore, it is likely you will mark Partial Day on Synchronous and Partial Day on Asynchronous Instruction.
- The instructional minutes must be recorded in Section D – Certification on the form based on the minutes you are required to teach.
- Signature is required and then return to your site clerical/attendance clerk.

SYNERGY STU 409

Signed and returned.

- The site clerical/attendance clerk will *print/email and distribute the STU 409 to teachers.*
- The teachers will then sign and return the STU 409 form for each section they teach to the site clerical/attendance clerk along with the Combined Daily Participation form.
- Teachers still have up to 10 school days to update attendance.

TEACHER SIGNATURES

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

EXAMPLES

UNVs are still required to be changed to UNX for attendance reporting purposes by site clerical/attendance clerks.

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) in Synergy, 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.

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

RECAP

- *New attendance codes must be used.*
- *A code must be posted for each student.*
- *Site clerical/attendance clerk will print/email and distribute the STU 409 to teachers.*
- *Both, the Combined Daily Participation and Synergy's STU 409 forms, must be signed and returned to the site attendance clerk.*

MOST COMMON QUESTIONS

- Is the Combined Daily Participation form required to be completed by the CDE ? **YES**
- Can a teacher send a picture of the STU 409 Combined Daily Participation form signed? **YES**
- Is the Combined Daily Participation form capturing the instruction for both synchronous and asynchronous? **YES**
- How many Combined Daily Participation forms do I use?

Teachers will use one form per attendance section. For instance, at the K-6 level, you may take attendance for your regular class and ELD. Therefore, you would have a Combined Daily Participation form for ELD and for the regular class. You would also receive a STU 409 report for each of those sections.

- What needs to be documented on the Combined Daily Participation form?

Assignments given, type of instruction, number of instructional minutes, and signature.

QUESTIONS?

PLEASE DOCUMENT
VIA THE QR CODE OR
BIT.LY LINK.

FAQ WILL BE
CREATED USING THE
QUESTIONS POSTED.



Link: <http://bit.ly/SUSDAAttendance>