



Note Regarding Attendance

Colorado State Statute 22-33-104.6(3)(a) notes "A child who is participating in an online program shall be subject to compulsory school attendance as provided by this article and shall be deemed to comply with the compulsory attendance requirements through participation in an online program."

Colorado law requires attendance of all children between the ages of 6 and 17. For online students, truancy is defined as a lack of regularly participating in lessons prescribed by their teachers and/or non-communication from students and/or families. Attendance is tracked by student logins and assignment completions/submissions. (Also reference Douglas County School District Re. 1 Rights and Responsibilities Handbook Policy JH.)

This can be found at our District Website, www.DCSDk12.org, go to Board of Education & Superintendent Policies >J Students>JH Student Attendance

How is attendance taken at eDCSD?

Teachers take attendance for each of their classes on Thursdays based on the following criteria:

- Students need to submit at least one assignment through Canvas for each class, each week by Tuesday at midnight. (Note: An attendance mark is recorded individually for each class/subject.)
- If no assignments are submitted the PREVIOUS week, the student is marked absent.
- If the attendance criteria is not met, a student will be marked absent for the PREVIOUS week. One absence per class per week is equivalent to 5 missed periods for that class.
- If a student ONLY attends the virtual class and does NOT submit any assignments through Canvas they WILL be marked absent.
- 7 Missed periods is equivalent to 1 missed day.

When is work due?

- All work for the week is due by Tuesday at midnight for each class.
(Example: if School starts on Wednesday August 7th, work for that week is due by Tuesday August 13th)
- The attendance week is calculated from Wednesday morning through Tuesday night at midnight each week. ****Coursework deadlines are posted on the school website and school calendar for the year.****
- Exception: The last week of each quarter is finals week. These weeks are calculated from Wednesday morning through Thursday night at midnight.

What is a district auto dialer?

- The district Auto Dialer is a phone call/email/text message generated through SchoolMessenger that will notify parents that their student was marked absent in at *least* one class in the previous week. The Auto Dialer does not contain specific information regarding the absences.
- **Parents need to log in to their Canvas Parent Portal to view specific class(es) in which the student was marked absent and then Contact the teacher by email with questions regarding the absence.**
- Please do not disregard these district auto dialer notifications, as they alert parents of any absences that have been marked on the student's attendance record. If a student is habitually marked absent the attendance clerk will be in contact with the parents via email or mailed letters requesting parent/student action in the form of signature acknowledging attendance issue or parent/student meeting with school Admin.

When do district auto dialers go out?

- Friday - Notifying parents of absences marked for the previous weeks assignments (classes run Wednesday - Tuesday per above).

Contact Information:

Attendance Clerk- CJ Santiago, csantiago@dcsdk12.org 303.387.9465

<u>DAY DIALER IS SENT:</u>	<u>GRADE LEVEL</u>	<u>ABSENCES REPORTED FOR:</u>	<u>CALCULATION:</u>
Friday	ALL	Attendance criteria not met	1 Mark = 5 Absences In PREVIOUS week

Please refer to our website, <http://www.edcsd.org>, and select the "parent" tab for more information about attendance.