

**UPPER DAUPHIN AREA SCHOOL DISTRICT  
ATTENDANCE GUIDELINES DURING COVID-19 PANDEMIC CLOSURE  
04/14/2020**

## Overview

The UDASD Administration Team understands that taking attendance during the COVID-19 Pandemic has its challenges. However, no guidance has been received as of this date from the Pennsylvania Department of Education (PDE) about attendance requirements. Consequently, the UDASD must be prepared in case the COVID-19 closure period needs to be included in the attendance data reported as part of the annual child accounting process. In addition, the Administration Team believes that students must have some level of accountability during the planned instruction being provided during the COVID-19 Pandemic. Consequently, the Administration Team is issuing guidance to faculty on how to record attendance during the closure period. Notwithstanding other guidance issued by the PDE to the contrary, the UDASD will attempt to record attendance during this period using the process below.

## Process

Attendance taken during the COVID-19 closure will be recorded in the Sapphire Learning Management System. The UDAHS and UDAMS will use their discovery groups to record attendance. The UDAES will use the normal attendance course to record attendance.

The Administration realizes that determining attendance will be challenging. Therefore, attendance will be determined based on the cumulative attendance from the prior day regardless of when the student completes the attendance assignment. Sapphire has been updated to allow you to record attendance on any prior day. To do this, click on the date finder icon (see vertical arrow below). Select the date you wish to record attendance and click 'Go to Date.' Click the 'absent' check box beside all students who were absent that day. Save the attendance. You should see COVID (see horizontal arrow) as the absence code listed for those students on that day. If you find out through other teachers that the student was present for courses, but forgot to complete the attendance assignment, you can go through the same process to remove the 'absent' check box and save the attendance. This would remove the absence.

**GRADEBOOK** Sapphire Software

Discovery 1 (DISC-01)

My Gradebooks My Class Options Reports Utilities Menu Search

bell Logout Help

**Homeroom Attendance**

To Choose Another Week to view, enter a date below and click "Go to Date."

04/14/2020 Go to Date

Attendance Codes

COVID - Absence During COVID-19 Pandemic

**Codes Legend**

- AA - Administration Approved Absence/Transpo
- ABC - Absent from Class
- BV - Bereavement
- CP - CO-OP - Present
- CV - College Visit - Pres
- EDF - Early Dismiss - Presen
- FLD - Field Trip
- FT - Field Trip - Present
- DR - Full Day Dr. Excused
- EX - Full Day Excused
- FU - Full Day Unexcused
- UL - Full Day Unlawful
- AD - Absence During COVID-19 Pandemic

| ID    | Name | Grade | Absent                   | Mon 04/13/20 | Tues 04/14/20 | Wed 04/15/20 | Thurs 04/16/20 | Fri 04/17/20 |
|-------|------|-------|--------------------------|--------------|---------------|--------------|----------------|--------------|
| 10311 |      | 05    | <input type="checkbox"/> |              |               |              |                |              |
| 10097 |      | 06    | <input type="checkbox"/> |              |               |              |                |              |
| 14098 |      | 08    | <input type="checkbox"/> |              |               |              |                |              |
| 11534 |      | 05    | <input type="checkbox"/> |              |               |              |                |              |
| 10059 |      | 06    | <input type="checkbox"/> |              |               |              |                |              |
| 14096 |      | 08    | <input type="checkbox"/> |              |               |              |                |              |
| 11517 |      | 07    | <input type="checkbox"/> |              |               |              |                |              |
| 14277 |      | 07    | <input type="checkbox"/> |              |               |              |                |              |
| 10323 |      | 05    | <input type="checkbox"/> |              |               |              |                |              |
| 10651 |      | 08    | <input type="checkbox"/> |              |               |              |                |              |
| 10724 |      | 08    | <input type="checkbox"/> |              |               |              |                |              |
| 10063 |      | 06    | <input type="checkbox"/> |              |               |              |                |              |
| 10086 |      | 06    | <input type="checkbox"/> |              |               |              |                |              |

The building principals will be providing specific information for each building about the attendance assignment/requirement and the level of flexibility when determining attendance for the day. This could be different depending on the level of the student.

In general, please keep the following in mind when recording attendance:

- Students should not be told that they need to sign in at a certain time to count for attendance.
- Students should be given instructions for what they need to do to be counted for the day (i.e. the attendance assignment).
- The attendance assignment may be as simple as posting their name to the chat within the Google Classroom.
- Faculty have the flexibility to use their judgement and collaborate regarding attendance for individual students.
- The purpose is to track the engagement of students, and to make a best faith effort to record attendance.
- Students that do not have technology should be checked in on daily to account for their attendance. This can be done through text, phone call, or email. The communication can be made by the teacher or a designated staff member, but the teacher should be reaching out to these students at least twice a week to check in on them in case they need support.

This time is very stressful for families and employees alike. Parents may be struggling to assist with education, and we need to make sure that we are empathetic about the struggles currently being experienced by our students and their families. In some cases, our students are working to support their family during this time. We want to gather attendance, but most importantly, we want to work with our families and not add stress to this already challenging situation. We will evaluate this process over the next week and determine if any changes need to be made or if further guidance is needed.