2020-2021 ATTENDANCE PROCESS
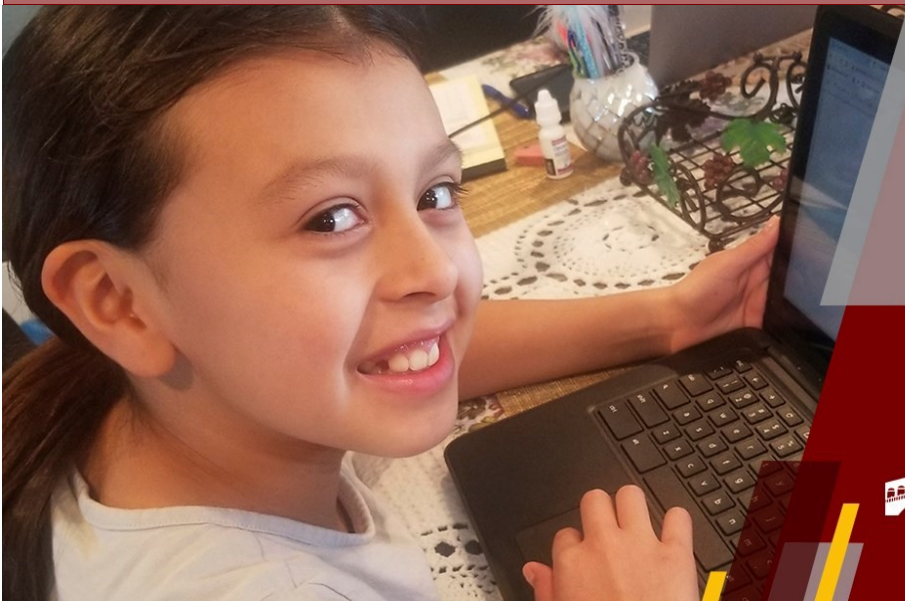
BRIDGE ACADEMY

EDUCATION *NEVER STOPS!*

FISCAL SERVICES

Attendance Procedures During Bridge Academy

Taking attendance during the RUSD Bridge Academy (Distance Learning) or during the Hybrid Learning Model is crucial and the attendance process will look different. SB 98 places a strong emphasis on teacher-student engagement during distance learning. Daily attendance will be important in tracking daily participation, as an essential element for compliance with SB 98. It will further require teachers to keep meaningful weekly engagement records to ensure students are in safe environments and school staff have continued to provide adequate support. The weekly engagement report will be a combination of attendance/participation in Google Classroom, assignments, assessments, and parent' engagement.

Taking Daily Attendance

Teachers are require to take daily attendance as they would normally do during a regular day. Attendance is due by the end of the day but teachers are encourage to take attendance during each period if applicable. In order for a student to earn attendance, students need to demonstrate one or more of the following:
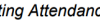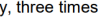
- **Participation in online activity.**
- **Completion of regular assignments.**
- **Completion of assessments.**
- **Contact between district employees and pupils/parent or guardians.**

Below are some ideas to take daily attendance. You may use any other method that would work for you. Keep in mind that whatever method you use, backup is required for auditors.

1. **Take daily attendance by using Synergy as you would normally do in your classroom. Attendance can be taken while you have interaction with your students during your Google meet session. You can use the Google Meet Attendance extension to record who was present during your live meeting.**

PATH SYNERGY SIS →TeacherVUE	
How to:	Steps:
NOTE: You must click either [icon] or [icon] for office to know that you have noted all children are present	
Take Attendance by Seating Chart **Remember** **1 Click = Absent** **2 Clicks = Tardy** **3 Clicks = Present**	▪ Click [icon]. Taking Attendance - Press the 'Save Attendance' button (on your left) when complete displays at top of seating chart. ▪ Click on student pictures - once for absent, twice for tardy, three times for present * ▪ Click Save Attendance. *Posting Attendance* displays briefly and attendance is sent to office. Seating chart is displayed.
Take Attendance by List **Remember** **1 Click = Absent** **2 Clicks = Tardy** **3 Clicks = Present**	▪ Click [icon]. Taking Attendance - Press the 'Save Attendance' button (on your left) when complete displays at top of list. ▪ Click under AM or PM on line of student's name - once for absence, twice for tardy, three times for present.* ▪ Click Save Attendance *Posting Attendance* diplays briefly and attendance is sent to office. Attendance posted successfully displays. ▪ Click **OK** ▪ Click **Cancel and Return to Seating Chart**
* Your school may have more than the three attendance codes used in this example.	

ATTENDANCE HIGHLIGHTS

- Take daily attendance
- Give attendance credit for late assignments
- Use VP code to give attendance credit for late assignments
- Teachers will be able to make changes up to the end of Monday from the previous week
- Sign your weekly attendance rosters
- Send a request to the office for attendance changes after the signed roster has been submitted.

DO NOT FORGET!!

Any attendance modifications require a note with a short explication. Auditors do request to see notes during audits.

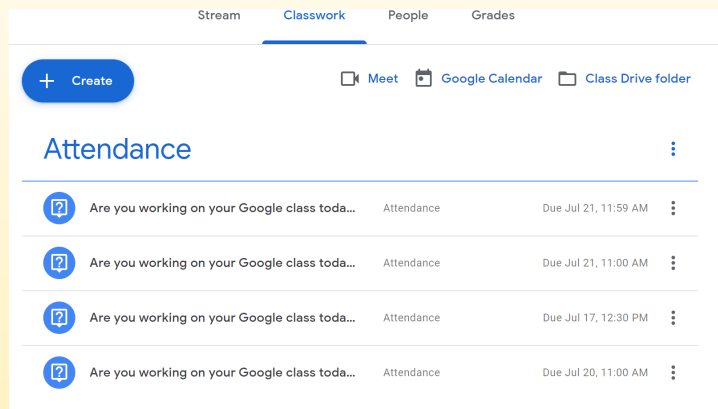## WEB SOLUTIONS

Daily attendance video samples:

https://youtu.be/Rhhc_28Kcp8

https://youtu.be/HCJgHb7_65M

Google Meet Attendance

https://youtu.be/T4Y2DwrAscg

Mission Accomplished!

FISCAL SERVICES

2. **Create an Attendance topic in your Google class and post a simple question with just one possible answer. It is recommended to schedule the post of the attendance question and make sure that is required. Questions can be recreated for every school day. The responses at the end of the day/period can be use to input attendance in Synergy.**

	Stream	Classwork	People	Grades

		Meet	Google Calendar	Class Drive folder

Attendance

[?]	Are you working on your Google class toda...	Attendance	Due Jul 21, 11:59 AM
[?]	Are you working on your Google class toda...	Attendance	Due Jul 21, 11:00 AM
[?]	Are you working on your Google class toda...	Attendance	Due Jul 17, 12:30 PM
[?]	Are you working on your Google class toda...	Attendance	Due Jul 20, 11:00 AM

3. **If you required students to turn in daily assignments, you can use those submissions to input your attendance. If student has been marked absent and turns in assignments later, teacher should give them attendance credit by using code VP. Teachers will have access to make changes for 8 days. Any required changes after can be submitted to the office or attendance clerks. Note: Teacher can also note changes on the weekly rosters that needs to be signed and turned into the attendance clerks.**

Boyd Elementary
Class Roster

Year: 2019-2020
Report: STU409

Section ID 00K4-E	Period 1	Course ID QKIND	Course Title Kindergarten	Teacher Name	Room G-3

| | | 12/09/2019 | | | |
Student Name	M	T	W	T	F
1 Alas, Belle A.						1
2 Cabrera, Grace R.						2
3 Chia, Sabrina						3
4 Garcia, Jacob A.						4
5 Gutierrez-Perez, Dominic A.		↓ V P				5
6 Hernandez, Amanda J.						6
7 (Hernandez Mariano, Damian)			↓ VP			7
8 Higham, John T.						8
9 Marron, Sofia						9
10 Rodriguez, Brianna						10
11 Vazquez, Lily O.						11

Certification - To the best of my knowledge and belief this automated attendance page has been recorded as required by the State of California in accordance with the Instruction of the Superintendent of Public Instruction.

Signature: _____ Date: 08/06/20

KEY ITEMS TO REMEMBER

- **Take daily attendance.**

- **Daily attendance is due at the end of the day.**

- **Create a culture about the importance of daily attendance and participation with students and parents.**

- **Give attendance credit for work submitted late, use code VP.**

- **Sign your weekly rosters (electronic signature is ok, just make sure it has a date stamp).**

- **Daily attendance and weekly engagement record are two separate SB98 requirements.**

For any questions or suggestions please contact your administrator and for technical issues contact your attendance clerk.

est. 1891

RIALTO
UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

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