

New attendance codes are programmed into Skyward and ready for use during the 2021-22 school year. A complete list of the new codes is available at <http://planning.jordandistrict.org> under the “Resources & Forms” tab in the “School Resources” section. None of the codes marked by teachers have changed. Several of the codes used by office staff at your school to record attendance have been adjusted. The main changes are outlined below.

C

Instead of separate codes to mark “check-in”, “check-out”, and “check-in/out or out/in in same period”, one code (C) will be used. School staff will use three combinations of this code: C-I for check-ins, C-O for check-outs, and C-SP for an in/out or out/in during the same period (at secondary schools).

E

All absences with parent contact (meaning a parent or guardian has notified the school of the absence in some way, including email, phone, note, or in person) will be marked as an E and considered excused. All absences without parent contact will still be considered unexcused and marked as an A.

N

Several codes involving school-excused absences have been consolidated into the N code. The N code may be used by itself to indicate a general school-excused absence or activity. The code can also be used in one of the following combinations: N-AD for administration-excused absences, N-CO for absences relating to counseling or guidance staff services, N-SR for sick room visits or absences relating to nursing staff, and N-TS for absences related to standardized test administration.

Most other codes used in previous years remain unchanged and will continue to be used.

During the 2020-21 school year, the P code was more widely used by teachers and staff. The P code remains available in the Skyward gradebook for teachers to use for marking attendance, but many still have questions about exactly how this code should be used. In some instances, the P code is identical to Skyward’s default mark of “Present”. In others, the meaning is similar, but slightly different. The following three scenarios are the most likely instances when the P code may be used.

Positive Attendance

Skyward’s default attendance method is negative attendance: students are presumed to be present and teachers must actively mark them otherwise. Skyward also has the ability to be used for positive attendance, a process where students are initially considered absent and have to demonstrate their presence, often by signing into a kiosk with their student ID number. When this happens, a student is marked with the P code to indicate that they were present, but considered present by a different method than the default mark.

Hybrid Classes

In a hybrid class, students may participate in-person or virtually at their own discretion. A class may also be hybrid when a student is quarantined and must participate in a streamed lesson. In this circumstance, the teacher may choose to mark the student with the P code to indicate that the student was a participant in the lesson but in a different manner than the rest of the class. This may be helpful later to identify what students missed a hands-on activity or may need additional support.

Virtual Classes

In a completely virtual class, students must demonstrate participation at least once every five instructional days. When a student meets this standard, the teacher may choose to mark the student with a P code on that day to record that the student has met the participation requirement.