

Intradistrict Communication

DATE: August 13, 2020

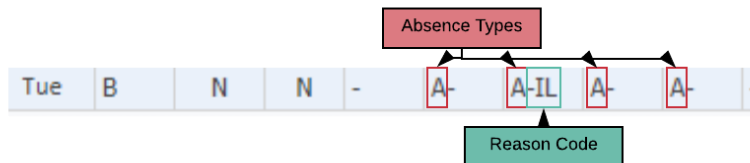
TO: Principals
 Assistant Principals
 Administrative Assistants
 Secondary Attendance Secretaries

FROM: Michael Anderson, Associate Superintendent
 Administrator of Schools
 Travis Hamblin, Planning & Student Services
 Sharon Jensen, Consultant, Student Support Services
 Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Marking Attendance for Quarantining or Isolating Students

Until the resolution of the current pandemic, it is highly likely that students will be excluded due to quarantine or self-isolation from in-person participation in classroom instructional activities. Many of these students and their parents will desire continued access and participation in these instructional activities during their quarantine or self-isolation periods. **It is imperative that students who temporarily cease in-person attendance but continue participation in instructional activities are appropriately marked in Skyward so that they are counted in attendance for average daily membership (ADM) totals.**

The Skyward system uses a variety of attendance types and reason codes to track student participation. The reason code provides more detail on the circumstances of a given attendance type.



The reason code “Q” has been added into attendance for all District entities. This code will be used in conjunction with specific existing attendance types for identifying and tracking data specific to the circumstances of the current pandemic, as shown below:

Attendance Type	Reason Code	Description	Is Student Provided Work?
H	H	Student is receiving educational services at home due to extended illness, injury, or disciplinary placement. This is the existing Home & Hospital program and follows established processes. The only change is the use of the “H” reason code.	Yes, through the established Home & Hospital process.

H	Q	Student is receiving educational services at home specifically because of a Health Department quarantine or self-isolation requirement (at home or at school).	Yes, by the student’s regular classroom teachers. Building administrators should establish protocols with teachers and support staff for preparing and delivering work or directing students to online platforms where the classroom teacher will supply instructional activities.
G	Q	Student is at home short-term because of a parent or guardian decision to quarantine or self-isolate and is not receiving educational services.	Not on a daily basis, because the parent or guardian has indicated that the student is too ill, unwilling, or unable to continue work during the absence. Work can and should be gathered by schools but would typically be provided in batches rather than day-to-day as with a student marked “H-Q.”
G		Parent or guardian chooses to have student absent from school and instructional activities but does not provide a specific reason. School-generated reason codes may continue to be used for individual circumstances.	Not on a daily basis, because the parent or guardian has indicated that the student is too ill, unwilling, or unable to continue work during the absence. Work can and should be gathered by schools but would typically be provided in batches rather than day-to-day as with a student marked “H-Q.”

Schools that have typically not marked a reason code for Home & Hospital services will need to begin using the “H” reason code. Any existing use of the “H” reason code is now discontinued.

When students (whether individually, as an entire class, or because of family exposure) are directed by the Health Department to quarantine or self-isolate, the school should mark these students as “H-Q” and provide information to families on how to access instruction. These students remain enrolled for in-person instruction, but classroom teachers will need to be prepared to provide instruction as needed (through Canvas, a website, prepared assignments, or similar means). Attendance staff should notify teachers when students are marked as “H-Q.”

If a student is quarantined or self-isolates and is temporarily participating remotely in educational activities (marked as “H-Q” in Skyward) and the parent or guardian contacts the school to indicate that the student will be ceasing participation, the student’s attendance should be changed to “G-Q”. If the student ceases participation in instructional activities (as monitored and reported by classroom teachers) and no contact with the parent or guardian is possible, the student’s attendance should be changed to “A”.

If a parent or guardian contacts the school to indicate that a student will be absent but does not provide a quarantine or self-isolation reason, the standard “G” code should be used. Schools should continue to gather work following established procedures. The “G” code should be used to indicate that the student will not be actively participating in instructional activities.