



Mountain View  
Whisman  
School District

# Attendance and Participation Process

September 2020



# Alignment to Strategic Plan

## Goal 1: Student Achievement

- Every student will be prepared for high school and 21st Century citizenship.

## Guiding Principles for Reopening - Principle 3:

- Create high-quality, equitable learning environments for all students



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# Background

# Senate Bill 98

- On June 29, 2020, Governor Newsom signed Senate Bill 98 (SB 98) into law.
- Although SB 98 is a budget bill, it also includes requirements regarding distance learning, in-person instruction, attendance and participation and instructional minutes among other items
- Districts must have processes in place to document attendance and participation by September 1st.



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# Update from the State

# State Guidance

- On Monday, August 24, 2020, Principal Apportionment Policy Office provided clarification about attendance and participation reporting
  - The guidance included an approved template for documenting attendance and participation that is optional for Districts to use
- Districts are supposed to implement processes for attendance and participation no later than September 1, 2020
- Districts have been awaiting this guidance since the passage of SB 98 at the end of June and have had to create their own processes absent of state guidance
- Documentation of daily attendance and participation will need to be provided to auditors
  - Not meeting the requirements could result in financial penalties to the District.
- MVWSD did have processes in place for attendance and participation and based on the new information had to make revisions in a very short amount of time

# Attendance and Participation Requirements

- Offer the required number of instructional days
- Document the daily participation of each pupil for each day on which distance learning is provided
  - Daily participation includes evidence of participation in online activities, completion of regular assignments, completion of assessments, and/or contacts between employees of the local educational agency and pupils or parents or guardians.
  - A pupil who does not participate daily in either in-person instruction or distance learning shall be deemed absent by the local educational agency.
- Complete a weekly engagement record documenting synchronous or asynchronous instruction for each whole or partial day verifying participation and tracking work completion
- Document absences for the purpose of tracking chronic absenteeism
- Develop written procedures for re-engagement strategies for students absent from distance learning for 3 school days or 60% of the instructional days in a school week.

# Additional Recommendations

- Create new codes for attendance that are different from existing attendance codes for to meet new requirements
- For the 2020-21 school year, attendance is about participation in instruction each school day (elementary) or each period (middle/high)



# State Sample for Attendance/Engagement

8/20/2020

California Department of Education

## Combined Daily Participation and Weekly Engagement Template

Education Code (EC) Section 43504

### Section A – Local Educational Agency (LEA) and Class Information

LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade Level/Class Title:	

### Section B – Weekly Assignments

Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method	Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method
<b>Monday:</b>		<b>In-person Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Video or Online Synchronous Instruction/Assignment</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Asynchronous Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day Non-Instructional Day: <input type="checkbox"/>	<b>Thursday:</b>		<b>In-person Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Video or Online Synchronous Instruction/Assignment</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Asynchronous Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day Non-Instructional Day: <input type="checkbox"/>
<b>Tuesday:</b>		<b>In-person Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Video or Online Synchronous Instruction/Assignment</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Asynchronous Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day Non-Instructional Day: <input type="checkbox"/>	<b>Friday:</b>		<b>In-person Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Video or Online Synchronous Instruction/Assignment</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Asynchronous Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day Non-Instructional Day: <input type="checkbox"/>
<b>Wednesday:</b>		<b>In-person Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Video or Online Synchronous Instruction/Assignment</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day <b>Asynchronous Instruction</b> <input type="checkbox"/> Full Day <input type="checkbox"/> Partial Day Non-Instructional Day: <input type="checkbox"/>			

# State Sample for Attendance/Engagement

8/20/2020

California Department of Education

## Section C – Daily Participation

LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade/Class Title:	

Legend: 100 – No Participation/Absent; 200 – In-Person Instruction; 300 – Student or Parent/Guardian Contact; 400 – Assigned Work Submitted / Assessment Completed; 500 – Other

Student	Monday			Tuesday			Wednesday			Thursday			Friday		
	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500
	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500
	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500
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	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
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	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
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	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500
	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500
	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400	<input type="checkbox"/> 100	<input type="checkbox"/> 200	<input type="checkbox"/> 400
		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500		<input type="checkbox"/> 300	<input type="checkbox"/> 500

## Section D – Certification

I hereby certify that the information contained on this record is accurate and correct, that the assignments listed represent \_\_\_\_\_ worth of instructional minutes on each day listed, and that daily participation, including absences was verified for each student in my class.

Teacher's Printed Name:

Teacher's Signature:

Date:



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# New Codes and Attendance Process

# Requirements for Attendance Process

- Is a weekly record completed for each student and signed by the teacher?
- Does it show synchronous and asynchronous instruction?
- Does it show that the student participated in whole or in part?
- Does it show evidence of assignment tracking?
- Does the District's auditor approve of the process?

# MVWSD Considerations

- MVWSD must remain in compliance with the state laws on participation/attendance
- Many of the examples/templates from the state and other Districts would create considerable impacts on teacher/staff time
- Developing our own system that combines attendance and participation will streamline the process and allow teachers to focus on teaching and learning
- Review process will the District's auditor before implementing

# New Attendance Process

Beginning September 8th:

- Teachers will take attendance at the end of the day for elementary or end of each period for middle school using the new DL (Distance Learning - M, T, Th, F) and AS (Asynchronous - Wed.) codes
  - Teachers will no longer need to do a separate participation grade in Google Classroom or Powerschool (the attendance codes include participation)
- Attendance verification calls will be made at the end of the day by site office staff and will need to be updated by the end of the next working day.
- Middle School
  - Teachers will put in an AS code (AS2, AS1 or AS0) for each period on Wednesdays based on work completion.
  - PE Teachers will input an AS (AS2, AS1, AS0) code on Thursday and Friday to indicate participation in two assignments and will certify for 100 minutes a week.

# New Attendance/Participation Codes

## **Distance Learning Days - Sync + Assignment Completion + Participation Expected (M,T, Th, F)**

**DL3:** Full DL Participation (I attended and actively participated in all of my Zoom meetings and completed all of my daily assignments)

**DL2:** Partial Live Participation (I attended the Zoom meetings and completed most of my daily assignments)

**DL1:** Partial Live Participation (I attended some of my scheduled Zoom meetings and partially completed daily assignments)

**DL0:** No DL Participation (I did not attend Zoom meetings and did not complete assignments).

## **Async Only Days - Independent Practice & Assignments Expected (Wed.)**

**AS2:** Full Async Participation (Async + Assignments Completed )

**AS1:** Partial Async Participation (Partial Async and/or Assignments Partially Completed)

**AS0:** No Async Participation (No Async + Assignments Not Completed)

## **In-Person Only Days (Return to Campus Codes)**

**IP2 :** Full Live Participation (Live + Assignments Completed)

**IP1 :** Partial Live Participation (Live + Assignments Partially Completed)

**IP0:** No Live Participation (No Live + Assignments Not Completed)

# New Attendance Process

- Secretaries and clerks will call the families of any student who has a mark of **DL0** or **AS0**
- The codes will need to be replaced with one of the communication codes below
- Two-way Communication Codes (Convert DL0, AS0 to):
  - GN No Guardian/Student Contact after multiple attempts
  - G0 Guardian/Student Contact + No participation, no excuse
  - G1 Guardian/Student Contact + No participation + Tech Issue
  - G2 Guardian/Student Contact + No participation + Illness
  - GE Guardian/Student Contact + No participation + Excused with notes
    - Medical, dental, chiropractic, optometrical appointments, quarantine, attending funeral services (immediate family), court appearances, religious observances
    - Forced quarantine by public health - Secretary/Clerk advises Parent that students should still participate in daily instruction if they are not symptomatic (Day 1 = GE code noting quarantine)
    - Secretary/Clerk communicates to teacher that student should be participating during quarantine and receive a DL3, DL2, or DL1 code daily unless student gets sick and cannot participate



# Considerations for Students with Accommodations

- If a student has an accommodation in his/her IEP or 504 that permits them to turn in work late, the case manager will need to monitor and notify the secretary of any change in participation score after work is turned in.
- Example: Jill has the above accommodation and receives a score of DL1 because she did not turn in work on Monday, her case manager can call the secretary to update her score to DL3 when she turns in the work on Tuesday



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# Certification - Weekly Engagement Records

# Certifying Weekly Engagement Records

- Teachers will need to certify attendance/participation on a weekly basis using the District pre-populated form
- The form pulls data from Google Classroom and Powerschool to create the weekly engagement record

# Downloading Reports



2nd September 2020 12:16

## Daily and Weekly Engagement

[Previous Week](#)

[Next Week](#)

- School:
- Classroom:

Download classroom report:

### Local Educational Agency (LEA) and Class Information

LEA:	Mountain View Whisman School District	Month of:	August	Certificated Employee:	Carol Abrahamson
School:	Bubb Elementary School	Week of:	Aug. 31, 2020	Grade Level/Class Title:	Grade 1

# Daily and Weekly Engagement

[Previous Week](#)

[Next Week](#)

- School:
- Classroom:

## Local Educational Agency (LEA) and Class Information

LEA:	Mountain View Whisman School District	Month of:	August	Certificated Employee:	Meghan Perfect
School:	Monta Loma Elementary School	Week of:	Aug. 17, 2020	Grade Level/Class Title:	Grade 4

## Weekly Assignments

Day of week	Summary of Assignments	Instructional delivery
Monday	<ul style="list-style-type: none"> <li>#31 M1L2 Exit Ticket</li> <li>#32 Tales Ch 4 Journal</li> <li>#34 Pop Art</li> <li>#36 Back to School Emotions</li> <li>#30 M1L2 Homework</li> </ul>	Online Synchronous Instruction Full Day
Tuesday	<ul style="list-style-type: none"> <li>#31 M1L2 Exit Ticket</li> <li>#32 Tales Ch 4 Journal</li> <li>#34 Pop Art</li> <li>#36 Back to School Emotions</li> <li>#30 M1L2 Homework</li> </ul>	Online Synchronous Instruction Full Day
Wednesday	<ul style="list-style-type: none"> <li>#31 M1L2 Exit Ticket</li> <li>#32 Tales Ch 4 Journal</li> <li>#34 Pop Art</li> <li>#36 Back to School Emotions</li> <li>#30 M1L2 Homework</li> </ul>	Asynchronous Instruction Full Day
Thursday	<ul style="list-style-type: none"> <li>#31 M1L2 Exit Ticket</li> <li>#32 Tales Ch 4 Journal</li> <li>#34 Pop Art</li> <li>#36 Back to School Emotions</li> <li>#30 M1L2 Homework</li> </ul>	Online Synchronous Instruction Full Day
Friday	<ul style="list-style-type: none"> <li>#31 M1L2 Exit Ticket</li> <li>#32 Tales Ch 4 Journal</li> <li>#34 Pop Art</li> <li>#36 Back to School Emotions</li> <li>#30 M1L2 Homework</li> </ul>	Online Synchronous Instruction Full Day

## Daily Participation

**Daily Participation**

Student	Monday 08/17/2020	Tuesday 08/18/2020	Wednesday 08/19/2020	Thursday 08/20/2020	Friday 08/21/2020
Johnny	DL2	DL2	AS1	DL2	G0
Danielle	DL3	DL3	AS2	DL3	DL1
Angel	DL3	DL3	AS2	DL2	DL2
Pria	DL1	DL1	AS1	DL2	DL2
Ismael	DL2	DL3	GN	DL2	G1
Kermit	DL3	DL3	AS2	DL2	G2

**Section D – Certification**

I hereby certify that the information contained on this record is accurate and correct, that the assignments listed represent \_\_\_\_\_ worth of instructional minutes on each day listed, and that daily participation, including absences was verified for each student in my class.

Teacher's Printed Name: \_\_\_\_\_ Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Certification Process

- Secretaries will download the weekly attendance form for each teacher on Monday morning (after attendance is updated from the previous week)
- Teachers will sign the form and electronically return it to the secretary on Tuesday
- Secretaries will alert the principal of any unreturned forms.
- By Wednesday of each week, all signed forms are to be uploaded to the site specific Google Folder and the weekly checklist completed

# Implications of New Process

- Participation and Attendance are combined using new codes
- Participation is now tracked in powerschool for elementary students instead of google classroom
- Elementary and middle school teachers now have to mark participation daily in conjunction with attendance
- Attendance/participation will be marked at the end of each day or period instead of the beginning
- The new codes will allow the District to easily pull data and track student attendance and participation along with reasons for absences
- MVWSD has created a streamlined system, many other District's are requiring teachers to log daily participation scores and attendance (synchronous and asynchronous) and a daily summary of assignments (this takes a lot of time especially for middle school teachers who have 150-180 students daily).





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# Next Steps

# Next Steps

- Communicate new process to stakeholders
- Continue to train staff on new process
- Continue to communicate with the District auditor to ensure compliance
- Review data weekly to identify issues and support students and families