Tracking Daily Attendance on Remote Days in 2021-22

**State Board of Education Policy (2008):**
“A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.”

A remote student can be considered as being ‘in attendance’ on a particular day if the total time spent on one or more of the following activities equals at least half the school day.

- **Synchronous virtual classes** are live classes that are streamed real time to students using a videoconferencing platform like Google Meets, Zoom, Microsoft Teams, etc.

- **Synchronous virtual meetings** may be with a teacher, counselor, social worker, paraprofessional, etc. using a videoconferencing platform or via telephone. They may be homeroom opportunities, daily routine check-ins, or other synchronous conversations.

- **Time logged in electronic systems** can be used to identify any time over and above the synchronous virtual classes and meetings that the student may have participated in during the school day.

- **Assignment submission/completion** time can be determined by the teacher by starting with an estimate of time it will take for a typical student to submit/complete that assignment, and using that estimate to gauge the attendance time for the day that should be allotted to each student.

**Notes:**
- If a student is absent on a given day (either in-person or remote), they cannot make up for that absence on another day.
- Districts should track membership and attendance separately for a student’s in-person vs remote days.