

# Attendance Reference Sheet for Teachers

## eLearning from home and at school

### Students eLearning from Home (remote eLearning)

Attendance Code:	When to use the code:
<b>H = Home</b> (Present Remotely)	<ul style="list-style-type: none"> <li>➤ <b>This new code counts students as present.</b></li> <li>➤ Use this code for any student learning off-campus, without supervision from school staff.</li> </ul> <p>Note: Students signed up to attend in-person who are not at school <u>and</u> learning remotely (on a particular day) during the scheduled class time are “<b>H</b>” (present remotely).</p>
<b>AU = Absent Unexcused</b>	<p>Students who have had zero presence during the scheduled class are Absent, Unexcused by the teacher.</p> <p>Parents must report the reason for absence to initiate a change to excused absence by the attendance clerk.</p>
<b>PN = Present, Not in Class</b>	<p>Students with <u>extenuating circumstances</u> (that have been communicated to school staff) and are participating outside of scheduled class time on the day. Change from <b>AU</b> when alternative evidence of presence is observable.</p>

### Students eLearning at School

Attendance Code:	When to use the code:
<b>P = Present</b>	<ul style="list-style-type: none"> <li>➤ <b>This code still counts students as Present.</b></li> <li>➤ Use this code for any student learning on-campus.</li> <li>➤ <b>Overflow Room:</b> When a student must be in an overflow room to accommodate physical distancing, use “P” and add a comment in the Quick Attendance view indicating “Overflow room.”</li> </ul>
<b>H = Home</b> (Present Remotely)	<p>A student who is expected to attend in-person but is not at school and attends virtually during the scheduled class time.</p> <p>Note: Parents are expected to communicate the reason the student is learning from home to school staff.</p>
<b>AU = Absent Unexcused</b>	<p>Students who have had zero presence during the scheduled class are Absent, Unexcused by the teacher.</p> <p>Parents must report the reason for absence to initiate a change to excused absence by the attendance clerk.</p>
<b>PN = Present, Not in Class</b>	<p>If a student is on-campus with another teacher (staff member) <b>and is not in your eLearning class</b>, use this code and add a note in the Comment Box to indicate the student's location.</p>