



# Remote Learning Attendance Policy

**Attendance Recording:** Teachers will be tracking daily attendance between the hours of 8am and 11pm. Using Blackbaud, teachers will mark *absent* for students who did not: attend the ZOOM meeting, complete the engagement assignment marked for attendance, or have direct contact with the teacher.

**Reporting Absences** All absences must be reported and the reason for the absence provided. In the event of an absence, parents are asked to email the classroom teacher and [front desk](#) (TK-5) or [Robin Walker](#) (6-8) by 9:00 AM.

## **Absence Tracking Steps:**

- 2nd absence – parents are notified in a phone call by the Dean
- 3rd - 4th absence – attendance conference with the Dean, student and parents using ZOOM