

This document provides guidance about entering Student Attendance in the **Student Information System**.

Frequency Asked Questions

1.) Question:

What constitutes a full-day of student attendance?

Answer:

A full-day of attendance for students in grades 2nd through 12, must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of:

- (i) a certified teacher, or
- (ii) non-teaching/volunteer personnel when engaging in non-teaching duties and supervising.

A full-day of attendance for students in full-day Kindergarten or 1st grade must be four clock hours (240 minutes) of instruction or more.

Adverse weather conditions causing an interrupted day or delayed start to the day as well as a condition which occurs beyond the control of the school which poses a hazardous threat to health and safety of students does not prevent a school from recording a full-day of attendance for students that were present; however, the school must provide at least 60 minutes of instruction

2.) Question:

What constitutes a half-day of student attendance?

Answer:

On a regular school day, students in grades 2nd through 12 that receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance. Students in grades 2nd through 12 that are not in attendance for at least 150 minutes of instruction cannot be claimed.

On a regular school day, students in full-day Kindergarten or 1st grade that receive less than 240 minutes of instruction but at least 120 minutes of instruction can be claimed for a half-day of attendance. Students who are in Kindergarten or 1st grade and are not in attendance for at least 120 minutes of instruction cannot be claimed.

This rule also applies to students with disabilities who are below the age of six years and who cannot attend 120 minutes of instruction due to their disability or immaturity in which case they can be claimed for a half-day of attendance for a session of not less than 60 minutes.

A recognized Kindergarten which provides for only half-day of attendance for each student shall not have more than a half-day of attendance counted in any one day.