



Illinois State Board of Education

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Student Attendance During Remote Learning

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During Remote Learning, attendance should continue to be submitted to ISBE in the same manner as prior to the COVID-19 pandemic – via the Student Information System.

The primary purpose of attendance during this time is to account for the instructional learning days and to keep students engaged. Our students' overall well-being is always our highest priority.

The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all districts and student scenarios under the COVID-19 conditions. We encourage and suggests several ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins.”
- Wellness checks coupled with a question on student engagement/participation in lessons.
- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or email communications coupled with a question on student engagement/participation in lessons.
- Packet collections by school personnel.

For example:

- If the attendance method covers a week timespan (e.g., a weekly packet), then once the packet comes back completed the student should be marked present for each of the days the work packet was intended to cover.
- If the phone call or text message occurs every other day and the interaction is coupled with a question on student engagement/participation in lessons covering the same timeframe, then attendance should be recorded for the same number of days.

If schools cannot ensure student attendance through supportive measures, it is recommended that school personnel follow the normal procedures of referring students to your school's regional truancy officer as outlined in the Illinois School Code, Section 26-2a: “A ‘truant’ is defined as a child who is subject to compulsory school attendance and who is absent

without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.”

We also recommend continued efforts to note when students are *engaging* with the school. This can be used as a means to record attendance, interaction with the school, or both.

Task	Frequency	Resources	Recommendations
Attendance	Daily	Teacher Teacher Assistants Clerical Staff Social Workers Psychologists Counselors	Email Phone Call Video Chat Google Form Packet Pickup
Grades	Weekly	Teacher	Use Grades during Remote Learning as Feedback Use Incomplete as Last Option
Communication to Students & Families	Daily	Teacher Teacher Assistants Clerical Staff Administrators	Email Phone Call Video Chat
Instruction & Support	Daily	Teacher Teacher Assistants Clerical Staff Administrators	Remote Learning Plan
Wellness Check	Daily	Teacher Teacher Assistants Clerical Staff Social Workers Psychologists Counselors Resource Officers Truancy Officers	Email Phone Call Video Chat Home Visit
Packet Pickup	Weekly	Clerical Staff Administration Teachers	Continue Distribution Plans in Place