Attendance Reporting

State Board of Education (SBE) Policy 9.2: *Reporting Attendance for Virtual Learning*

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Mississippi Department of Education

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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Ensuring a bright future for every child

SBE Policy 9.2: *Reporting Attendance for Virtual Learning*

- SBE Policy 9.2 allows for different approaches to reporting attendance in a virtual learning environment

- Schools must record daily attendance for both in-person and virtual (online/distance learning) options

1. In-Person Mode (Traditional)

    a. Hours at school

    b. Reporting

        i. Report attendance in Local SIS **daily**

        ii. Report attendance to MSIS **monthly**

In-Person (Traditional) Example

- For students on a traditional in-person schedule, attendance will be reported in accordance with existing regulations

- Attendance is recorded through the local student information system (SIS) daily

- Attendance is reported to the Mississippi Student Information System (MSIS) monthly

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Mixed Mode (Hybrid)

2. Mixed Mode (Hybrid)

a. Designate in MSIS (School Calendar) which days of attendance are counted via which mode **(daily or weekly)**

Mixed Mode (Hybrid) Example

If all schools are following the same Hybrid Schedule:

- In MSIS, go to Modules=>Calendar=>District

- Enter which days are Hybrid

If Schools are on different Hybrid Schedule:

- In MSIS, go to Modules=>Calendar=>School

- Select the School

- Enter which days are Hybrid

Synchronous Online (Digital-Virtual)

3. Synchronous Online Mode (Digital-Virtual): two-way, real-time/live, virtual instruction between teachers and students when students are not on campus

    a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance

    b. Attending scheduled daily interactions = hours toward daily attendance

    c. Reporting

        i. **Daily** metadata for accessing software, completing assignments, and participating

        i. Report engagement in Local SIS **daily** [data integration with LMS]

        ii. Report attendance to MSIS **monthly**

        iii. Automated metadata report to MDE via LMS **monthly**

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Synchronous Online (Digital-Virtual) Example

- A student participates in real-time remote instruction delivered by a classroom teacher, and the student's participation in scheduled instructional times and assignments counts toward daily attendance requirement

- The district's Learning Management System (LMS) may provide metadata on software access, completion of assignments, and participation that can link directly to the local SIS

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Synchronous Online (Digital-Virtual) Example

- Attendance is recorded through the local SIS **daily**

- Attendance is reported to MSIS **monthly**

- Requires districts to talk with their LMS and SIS vendors to make sure they are moving data from SIS to LMS (e.g., rostering, directory/login) and then LMS to SIS (e.g., attendance, grades, etc.)

Asynchronous Online vs. Asyncronous Offline

In the Asynchronous Online instructional model, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date.

Student engagement with the LMS or other instructional avenues and/or any daily contact by the teacher with a student focused on supporting or monitoring student academic progress, as defined by the asynchronous instructional plan, will establish daily attendance. A student will be considered absent if the student does not have documented engagement with the LMS and/or daily contact with the teacher, and/or documentation of completion/turn in of daily assignments.

Asynchronous Offline

- In the Asynchronous Offline instructional model, assignments are made daily, but attendance is reported weekly in the local SIS.

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Asynchronous Online (Digital-Virtual)

4. Asynchronous Online Mode (Digital-Virtual)

    a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance

    b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance

    c. Reporting

        i. <u>Daily</u> metadata for accessing software, completing assignments, and participating

        ii. Report engagement in Local SIS **daily** [data integration with LMS]

        iii. Report attendance to MSIS **monthly**

        iv. Automated metadata report to MDE via LMS **monthly**

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Asynchronous Online (Digital-Virtual) Example

- A student participates in remote instruction delivered by a classroom teacher, but not in real-time; the student's participation in daily assignments and interactions counts toward **daily** attendance requirement

- The district's Learning Management System (LMS) may provide metadata on software access, completion of assignments, and participation that can link directly to the local SIS

- Attendance is recorded through the local SIS **daily**

- Attendance is reported to MSIS **monthly**

- MDE will be working on the overall meta data needs regarding the implementation, performance/effectiveness of the digital learning plan under SB3044 and OTSS will share more with the districts as it becomes available.

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Asynchronous Offline Mode (Digital-Virtual)

5. Asynchronous Offline Mode (Digital-Virtual)

a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance

b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance

c. Reporting

    i. **<u>Weekly</u>** metadata for accessing software, completing assignments, and participating

    ii. Report engagement in Local SIS **<u>weekly</u>** [data integration with LMS]

    iii. Report attendance to MSIS **<u>monthly</u>**

    iv. Automated metadata report to MDE via LMS **<u>monthly</u>**

Asynchronous Offline Mode (Digital-Virtual) Example

- A student completes assignments through an LMS

- Attendance is tracked through a review of completed daily assignments determined by the school/district to take 240 minutes daily

- Based on local board policy, the district may enter daily student attendance as present or as absent, then correct attendance records upon receipt of assignments at the end of the week

- Attendance is to be reported in the local SIS weekly after a review of completed assignments

- Attendance is reported to MSIS monthly

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Asynchronous Offline Mode (Learning Packets)

6. Asynchronous Offline Mode (Learning Packets)

a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance

b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance

c. Reporting

    i. Report attendance in Local SIS **weekly**
    ii. Report attendance to MSIS **monthly**

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Asynchronous Offline Mode (Learning Packets) Example

- Asynchronous Offline Mode is typically used for students who do not have access to content via an electronic device and who are present for class off-site, completing assignments via pencil and paper

- A student completes assignments through delivery and return of pencil and paper packets

- Attendance is tracked through a review of completed daily assignments determined by the school/district to take 240 minutes daily

- Based on local board policy, the district may enter daily student attendance as present or as absent, then correct attendance records upon receipt of assignments at the end of the week

- Attendance is to be reported in the local SIS **weekly** after a review of completed assignments

- Attendance is reported to MSIS **monthly**

Commonly Asked Questions

What does "direct instruction" include?

Direct instruction is the act or process in which a teacher is actually guiding (instructing) students toward achieving specific learning objectives. As a result of COVID-19, staff time spent on activities necessary to deliver instruction via different learning modes (hybrid, remote, one-on-one virtual) may be considered direct instruction as a part of the teacher workday.

Note: While the teacher workday includes direct contact with students as well as other activities, a minimum of 240 contact minutes with students is required for synchronous online instruction.

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Commonly Asked Questions

How do schools measure 240 minutes (4 hours) of instruction?

Depending on the mode of delivery, instructional time may be tracked through a traditional approach, through completion of daily assignments determined to take 240 minutes, or through engagement measures such as LMS metadata regarding software access, assignment completion, or participation.

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Commonly Asked Questions

Do teacher interactions have to be a required amount of time each day or week?

For Synchronous Online Mode, two-way, real-time, face-to-face, or virtual remote interaction between teachers and students is required to meet the instructional minute requirements. This may also include student-to-student sessions if supervised by a teacher who is facilitating the session live.

For Asynchronous Online Mode, Asynchronous Offline Mode (Digital-Virtual), and Asynchronous Offline Mode (Learning Packets), **weekly** interactions (one-on-one or in groups) are required. The duration of these interactions is a local district decision, but the interactions should be of an age-appropriate frequency and duration to support continued academic progress.

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Commonly Asked Questions

Are seniors who qualify for early release still required to have 240 minutes of instruction reflected in their schedule?

No. If the local district policy allows for an early release for seniors and enrollment in only those courses needed for graduation, the senior will not be required to meet the minimum of 240 minutes of instruction per day. Districts should refer to their local board policy for any local requirements for early release of seniors of the class of 2021.

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Commonly Asked Questions

Must a student be in attendance for 63% of the instructional day (minimum of 240 minutes for the 2020 – 2021 school year) to be reported as present?

Yes. Based on the rule suspension granted by the State Board of Education on June 11, 2020 for Miss. Code Ann. § 37-13-67 and Process Standard 13.1 of the current edition of the *Mississippi Public School Accountability Standards*, and in accordance with Miss. Code Ann. § 37-151-5 (j) a student must be in attendance for 63% of the individual student's required daily instructional time to meet the Average Daily Attendance (ADA) definition for funding.

For example, if the local district policy allows for an early release for seniors and enrollment in only those courses needed for graduation, the senior will not be required to meet the minimum of 240 minutes of instruction per day. Districts should refer to their local board policy for any local requirements for early release of seniors of the class of 2021.

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Reminders

- Districts shall ensure the attendance policies are updated and approved by the local school board

- Districts shall ensure that local attendance policies do not conflict with SBE policies

- Districts are responsible for ensuring documentation of the implementation of all local board-approved attendance policies in the event of any audit by the MDE or the Office of the State Auditor

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Documentation

Documentation may include, but is not limited to:

- Copies of local board-approved attendance policies

- Copies of local board minutes and agendas indicating board approval

- Evidence of implementation of reporting in SIS and MSIS in accordance with local policies

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Resources

- State Board Policy Chapter 9, Rule 9.2:

- https://mdek12.org/sites/default/files/documents/MBE/State%20Board%20Policy/Chapter%209/sbp_9.2.pdf

- FAQ Page: https://mdek12.org/OA/Accred/SBP9.2QandA

Questions?