

## **Attendance Information During Online Learning**

Each day at Mount View we receive phone calls and emails with questions about attendance. Below is some information to help explain how the daily attendance is recorded and coded.

Each day, around 3PM, Synergy sends an automated email to parents if their student is marked absent for any one or more of their four synchronous. The email will not distinguish whether the Absence is excused or unexcused, nor will it distinguish the class or classes for which the student was absent.

### **MVMS Attendance Email Address**

Please send all attendance notes to [mvmsabsence@hcpss.org](mailto:mvmsabsence@hcpss.org)

Please include your student's FULL name, the date of the absence, the reason for the absence, and the specific classes he or she missed if it was not a full day.

It is a good idea to include your student's teachers on these absence emails so the teachers will be aware of the absence. Please encourage your students to communicate with their teachers when they are absent, as it is the responsibility of the student to get the work missed and ensure it is submitted for credit.

### **Distinguishing between Tardy vs Absent vs Early Dismissal:**

Please note: Each synchronous class is 45 minutes long. Students must be in attendance in a class for a minimum of 25 minutes to be considered as Present. Therefore:

- Your student will be marked Tardy for a class if he or she arrives within the first 15 minutes of class.
- Your student will be marked Absent if he or she arrives after the first 15 minutes of class.
- Your student will be marked Early Dismissal if he or she leaves within the last 15 minutes of class.
- Your student will be marked absent if he or she leaves prior to the last 15 minutes of class.
- For each class, each day Google records the time the student logged in, the time they logged out, and the total time spent in the Google Meet/class. A report containing all this information is automatically generated and sent to the teachers each day, for each class they taught so that we have the data in the event we need to refer to it.

### **Worth Noting:**

- Students are not permitted to submit attendance notes, they must come from the legal parent or guardian. However, they are encouraged to communicate with their teachers when absent.
- Sending in a note without the reason for the absence will not result in the absence being marked as excused.
- HCPSS no longer uses the APT code for Appointments, all medical or dental appointments will be recorded with the ILL code. This code is used for absences due to appointments and/or illnesses.

If you have any additional questions or concerns about attendance, please feel free to email Mrs. Snyder in Student Services. [april\\_snyder@hcpss.org](mailto:april_snyder@hcpss.org)