

2020 – 2021 Fall Reopening Attendance Guidance

Traditional Plan:

- Attendance will be recorded per typical school hours and reporting.
- Any student with a medical excuse or school requested quarantine will be given an attendance code of ME (Medically Excused) and will participate in blended learning experiences provided by their teachers through Teams and/or Seesaw.
- Communication between the school and families is vital to the academic success of each student.

Remote and Online Learning Plan: How will daily attendance reporting work?

- For students typically participating in-person, middle and high school remote attendance will be taken daily from **10:00 a.m. – 10:25 a.m.** by teachers and submitted to the building secretary before the end of first period.
 - If log-in occurs after 10:25 a.m., use the form linked below to submit a student “tardy.” The absence will be unexcused until the parent calls the school attendance hotline or a physician note is provided.
 - [Middle School Sign In Form](#)
- Online SchoolsPLP students grades K – 12 can log-in to the learning platform during any part of the day to be counted present. Attendance will be taken for the school day the next morning and reported before 8:30 a.m. Again, attendance for on-line learning is reported one day in arrears, and log-in to the learning platform is required to be counted present. Please call the attendance hotline the day of the absence and, if necessary, provide a physician note to the appropriate school office.
- **MS parents are to call the attendance hotline or school before 10:00 a.m. if their child is sick and unable to attend remote or online instruction for the day. (937) 884-7933**
- An automated call will be made to families of traditional students (now participating in remote learning) recorded as absent for the school day. Families who have already called the office to report a student absent should not receive the automated call.
- An automated call will be made to families of online PLP students recorded absent the preceding day.
- Physician and medical office notes are to be faxed, emailed, or a hard copy may be delivered to the appropriate school office within five days of a recorded absence. Medical documentation is required for an excused absence once a student has accumulated 65 hours of absence.

Note:

- *HB-410 attendance requirements remain in effect for reporting, monitoring, and providing interventions for all K – 12 students regardless of traditional or fully online instructional day.*
- *Students required to quarantine will be expected to complete schoolwork each day. Expectations will change if the student is ill.*
- *High school students who do not have a first period class would sign-in using the online form that digitally records time and date. Daily sign-in is required similar to the daily sign-in that occurs each day in building offices. The link is the same as above for documenting students who are late to school.*

Parents and families –

Students must log-on to the appropriate learning platforms daily. For attendance reporting, online and remote learning log-in information will be used to determine if a student is present or absent for the school day. Please note the required log-in times for the elementary, middle, and high schools listed both above and below vary from in-person expectations.

- * *If modifications or special arrangements need to be made to accommodate family schedules or specific needs, please contact the building principal Katie Hartley and set-up a time to discuss ways in which Milton-Union can assist the family and help students be more successful in the learning process.*

Attendance Hotline Middle School – (937) 884-7933 before 10:25 a.m.