

Attendance/Daily Learning Log Flowchart

Chart Added on 9-10-20	Parent Action	Teacher Action	Student Action
<p>Students are able to participate in ALL live learning sessions throughout the day.</p>	<p>No parent/guardian action necessary.</p>	<p>Elementary- Teacher completes student attendance in the AM and PM for each day in Infinite Campus.</p> <p>Secondary- Teacher completes student attendance for each class/period for each day in Infinite Campus.</p>	<p>Student attends live learning sessions and completes assignments for the day.</p>
<p>Elementary- A student is able to participate in live learning sessions for PART of the day (e.g., AM session only).</p> <p>Secondary- A student is able to participate in live learning sessions for only PART of their classes/periods.</p>	<p>Parent/guardian fills in the Daily Learning Log for the live learning sessions that student did not attend.</p>	<p>Teacher completes student attendance when they are present at the live learning sessions in Infinite Campus.</p>	<p>Student attends live learning sessions when able and watches recordings of missed live learning lessons. Student completes assignments for the day.</p> <p>Students will work with parents/guardians to complete the Daily Learning Log.</p>
<p>Students are unable to participate in ALL live learning sessions.</p>	<p>Parent/guardian fills in the Daily Learning Log for all live learning sessions missed during the day.</p>	<p>Teacher will need to make daily meaningful contact-see RLP p.12 (e.g., “check in” with parent/guardian and student) at some point during the day.</p>	<p>Student watches recordings of missed live learning lessons. Student completes assignments for the day.</p> <p>Students will work with parents/guardians to complete the Daily Learning Log.</p>

Attendance and Daily Learning Log FAQs

- ⇒ Are students being penalized for being “absent” this first week of school?
 - No, students are not being penalized for being absent the first week of school. To ensure we have the majority of our students attending live-synchronous sessions (i.e., Zoom, Canvas, etc.) where attendance can be taken, we are taking the first week of school to use Infinite Campus as a way to track which students are able to join and those who are not. This will allow principals/assistant principals to work with families whose students are not able to join and provide them with the Daily learning log (digital or paper) for the second week of school (Sept. 14-18). Daily learning logs have been shared with principals and they will share those with families and teachers when they know which families will need them.
- ⇒ Can we count students tardy when they are late to our live-synchronous sessions?
 - For the first nine weeks, we are pausing the use of tardies. Although a student may come into a session late, we cannot control their home situations. If a student is not present when attendance is taken, mark them absent. If the student then enters the session later, please notify your attendance clerk to change the absent to present.
- ⇒ If a student is unable to attend live-synchronous sessions and the parent/guardian completes the necessary log and the teacher has made daily meaningful contact with the student, when will my student be counted as present in the Infinite Campus system?
 - Although the student may be counted as absent in the Infinite Campus system, the completed daily learning log will constitute the student as present. We are currently working on a way to have the information from the daily learning logs added to Infinite Campus, so that the student may eventually change over as present versus absent.
- ⇒ If students are able to complete their daily work on the online learning platforms (i.e., Canvas, Google Classroom, SeeSaw), why can't we count students as present?
 - According to KSDE requirements, students who are unable to attend live-synchronous sessions and cannot be counted as present, must have a daily learning log completed for that day or sessions missed and have meaningful daily contact with a teacher. Students cannot be counted as present for only completing work via the online learning platforms.
- ⇒ Are the Attendance Folders for buildings in the Principals shared drive?
 - No. Unfortunately, folders within a Shared Drive cannot be shared with individuals. Therefore, we created them under the C&I @m account and shared the building folders with each individual principal. Therefore, please check the “Shared with me” (**not** Shared Drive) section of your @m accounts. You may also want to check your @m Gmail accounts for a notification email. If either of those

solutions does not work, please reach out to matthew.andersen@kckps.org and brandi.mendenhall@kckps.org.

- ⇒ Are the Daily Learning Logs another language?
 - We are currently working on translating the Daily Learning Logs in multiple languages. All folders will have English and Spanish versions of the logs. Once other languages are ready to go, we will communicate that information with principals.
- ⇒ What is the best way to collect the forms if they are in paper form?
 - Unfortunately, there isn't one best way to collect paper forms. If paper forms need to be collected, it will need to be based on building preference. Therefore, please work with your building leadership teams to determine how you will collect your logs.
- ⇒ Will the automated call still go out daily in the morning?
 - The automated call system will be suspended for the first quarter.
- ⇒ Can parents back track and fill out a day or two later if they forget to do it daily?
 - Yes. Parents/guardians can complete the logs at their convenience. The calendar feature on the "Date (school day on which learning occurred) *" question allows parents to "back date" the daily log to the necessary date of completion.
 - Although parents can complete the logs at their convenience, it will be important that you set a deadline for a week of logs. That way, parents/guardians don't get bogged down with completing them all at once and the building doesn't fall behind in making sure logs are completed.
- ⇒ Can we add a section completed per parent request?
 - At this time, we will **not** add this section. However, you can assist families with completing the form and asking them if they are okay with submitting their name electronically. This is similar practice to completing the Lunch Applications.
- ⇒ Are we still taking attendance twice in elementary – if so, do students need to miss three full days before being offered the form or three half days?
 - Yes, we are still taking attendance twice a day at the elementary level (AM/PM). The first week of school will be for contacting families to see why students are not attending (AM or PM). If students are unable to attend one of the two sessions starting in the second week, they will need to complete a Daily Learning Log for the missed session.

- ⇒ Should elementary Specials Teachers take attendance as well?
 - Although elementary specials teachers do not enter attendance into Infinite Campus, it would be advisable for your specials teachers to take attendance for students in their classes as well. If a student was in attendance for that learning in the AM/PM, they could be counted as being present for that part of the day. This may require classroom teachers to cross-check attendance with their specials teacher that day.
- ⇒ What about those who don't complete 360 minutes? How will that reflect on attendance?
 - For 2020-21, minutes enrolled for a Remote Learner are based on the student's average daily attendance which must be supported by the student's daily log. Average daily attendance for a Remote Learner is calculated by adding together each day's attendance for the week (5-7 days) and dividing by 5 days.
 - See page 27 of the [KSDE Enrollment Handbook](#) for more information.
- ⇒ Will there be a training for attendance secretaries on student count?
 - Yes, we can arrange a time for attendance clerks to be trained on the student count processes and system. Date and Time TBD. Please share the name of your attendance clerk with Bridgette DeSmet (bridgette.desmet@kckps.org)
- ⇒ Are SPED teachers to take attendance for their sessions?
 - If a student is in a self-contained classroom for their learning (e.g., SAILS (life skills) and not part of a general education setting where attendance is taken), the Special Education teacher will need to take attendance of those students.
- ⇒ If paper copies of logs come in late, after Sept 21, would we submit a correction?
 - We will want families to complete and submit digital and/or paper copies of the Daily Learning Logs by **no later than Monday, September 28th**. If received later than September 28th, we can work with the KSDE auditors.
- ⇒ So for High School do they have to attend ALL four classes to be counted?
 - A student's attendance should be taken for any class/group/roster of students, marking students "present" if they attend a live, synchronous session. If a student misses one or more of their assigned classes/periods for that day, the student will need to complete a Daily Learning Log for the sessions they missed.
- ⇒ So are you asking families to start a log the first day? I thought it was for kids who missed multiple days.

Updated on 9-10-2020

We will continue to update this document based on FAQs that arise.

- See guidance on page 18 of the RLP for Procedures for Case-by-Case Exceptions for Daily Learning Logs.