

Weekly Attendance Sheet

- Weekly attendance sheets are due the Wednesday of the following week.
- Open Email from your school site
- Please simply open the attachment
- Locate your sheet (scroll through the attached document or you can hit control F, then type your last name in the box to go directly to your page.)
- Review your weekly attendance sheet.
- If it is correct please reply to the email "Approved"
- If we need to make any changes, please reply "not approved" along with a list of the changes.

- ***Attendance Codes (Elementary)***

- *A - Unverified Absence*
- *Q - Tardy Plus 30 Minutes*
- *L - Student Left Early*
- *(D) Distance Learning - Not Participating: Student DID NOT attend live instruction (Unexcused Absence)*
- *(E) Participated / Did Not Attend (Asynchronous) The student did not attend live instruction but submitted assignments or assessments. (Present)*
- *(F) Tech Problems Technology problem prevented students from accessing live instruction. (Excused Absence)*
- *(X) Excused Absence*
- *(I) Illness*