

# Maricopa Unified Attendance Procedures



## Attendance will be taken in two of three ways:

All Students submit weekly Distance Learning Log to the school for evidence of learning time.

and

Student is present in daily synchronous learning sessions.

or

Student submits work for the day in one of the online platforms.

*See below for further explanation.*

**Ensure your student logs in daily for virtual/synchronous instruction sessions.**

***Teacher will take attendance in these sessions.***

- Synchronous learning is real time instruction
- Provided by a highly qualified teacher and is the easiest way to demonstrate attendance.
- Not only is this the best way to be counted in attendance. It is also the best way for your student to learn.
- Time with a live teacher of the class will help your student learn content and concepts.

**Require your student to submit daily work.**

***When your student can not attend a virtual session, but is working, have your student submit work that day. The submission of course work that day will count towards attendance for that day.***

- While synchronous learning is preferred and will ultimately have the most benefit for you child, there may be a day or two that you are unable to join a synchronous session.
- In that case, submitting work that day will be a way of proving your attendance in the learning.

**Complete and Submit the Weekly Distance Learning Log.**

***Regardless of the first two above, all students must submit weekly logs that illustrate the number of hours spent on distance learning.***

- Note the minimum hours of learning time students should spend that is a total of time spent with the teacher and on their own.
- These logs are required as legal documentation for the state as evidence of learning time during distance learning.
- Submit logs every Sunday for the previous week before 11:00 p.m. by email or drop off in the brown metal drop box in front of your student's school.
- Attendance discrepancies will be reconciled by comparing information documented in the log with records in our database.
- You must sign the log attesting to your student's learning time.



# Reporting Student Absences

It is expected that parents shall, to the maximum extent possible, ensure that their child participates in the distance learning program. Parents do not need to call if their child is unavailable for the designated class time, as long as the student completes a daily assignment. If no work will be done for the day and no session will be joined, a parent should contact the school to have the absence recorded accordingly.

The student will receive an unexcused absence when:

- A student does not participate in any part of the learning activities for the day
- Has not checked in with the teacher
- When the student’s parent does not contact the attendance office
- When no time is logged on the Distance Learning Log for the day in question

We are aware that all family and student circumstances may vary, especially during these unprecedented circumstances. Your child’s team is available to ensure the success of your child during this time.

Should you have any questions about this policy, or distance learning in general, please feel free to reach out to your child’s team members.

To ensure that we keep accurate attendance for each student the attendance phone call will now come at the end of the school day. You will receive a personal phone call from the school if your child does not log in the following day.

**The attendance log should be signed and sent to the following email address for each site:**

Pima Butte - <a href="mailto:pbesrecords@musd20.org">pbesrecords@musd20.org</a>	Santa Cruz - <a href="mailto:scserecords@musd20.org">scserecords@musd20.org</a>
Butterfield - <a href="mailto:besrecords@musd20.org">besrecords@musd20.org</a>	Desert Wind - <a href="mailto:dwwsrecords@musd20.org">dwwsrecords@musd20.org</a>
Maricopa Elem. - <a href="mailto:mesrecords@musd20.org">mesrecords@musd20.org</a>	Maricopa Wells - <a href="mailto:mwwsrecords@musd20.org">mwwsrecords@musd20.org</a>
Saddleback - <a href="mailto:sesrecords@musd20.org">sesrecords@musd20.org</a>	Maricopa High - <a href="mailto:mhsrecords@musd20.org">mhsrecords@musd20.org</a>
Santa Rosa - <a href="mailto:sresrecords@musd20.org">sresrecords@musd20.org</a>	

