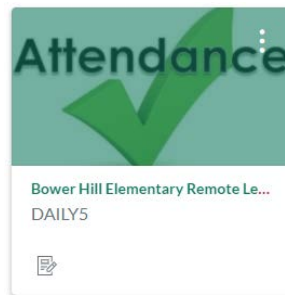


Daily Attendance for Remote Students

Daily attendance for students enrolled in remote instruction must be entered daily. For each day of remote instruction, students will enter their attendance via Canvas following the steps below. These steps may also be used for in-person students who are home due to illness or quarantine. The student does not need to take online attendance if they are an in-person student AND physically present in the building for instruction that day.

- 1.) Log on to you Canvas student account. Attendance cannot be accessed from a parent (Observer) account.
- 2.) Locate the Remote Learning Attendance Course for your school. (E.G.: Bower Hill Elementary Remote Learning Daily Attendance) and left click on the Attendance Course Card.



- 3.) One the Home Page, left click the assignment titled with today's date. (EG: Monday, August 24, 2020 – Daily Attendance). (Note: Students will only be able to take attendance for the active date between the hours of 5:00 a.m. and 10:00 p.m. All other dates will be locked.)
- 4.) Check the box to confirm you are present for Remote Learning activities for the day.

Started: Aug 20 at 3:53pm

Quiz Instructions

If you have signed up for fully remote instruction or are physically absent from school but attending virtually, you are required to check in daily for attendance by answering the question below.

What if there is an error and my child was marked absent incorrectly?

Our data is being entered manually so errors may happen from time to time. Please send an email to ggoodl@ot-sd.org with your child's legal name, grade, and the information that needs to be corrected. Our staff will make the update.

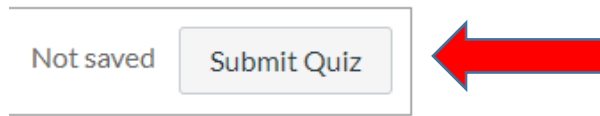
What if I forgot to enter my attendance?

Please send an email to ggoodl@ot-sd.org with your child's legal name, grade and the details of your request and the staff will update the record. If our records indicate that student attendance has not to be logged in for three consecutive days, someone from the District will reach out to the family.

Question 1	1 pts
Bower Hill Elementary	
If you have signed up for fully remote instruction or are physically absent from school but attending virtually, you are required to check in daily for attendance by answering the question below.	
<input type="checkbox"/> I confirm that I am present for Remote Learning activities today.	

<input type="checkbox"/>	Not saved	Submit Quiz
--------------------------	-----------	-------------

- 5.) Left click the Submit button before leaving the screen. If you exit, before left clicking submit, your attendance is not recorded.



- 6.) Successfully submitted your attendance will display a review of the question with box checked. You have successfully submitted your attendance.

🚫 Correct answers are hidden.

Score for this quiz: **1** out of 1

Submitted Aug 20 at 4:07pm

This attempt took less than 1 minute.

Question 1	1 / 1 pts
<p><u>Bower Hill Elementary</u></p> <p>If you have signed up for fully remote instruction or are physically absent from school but attending virtually, you are required to check in daily for attendance by answering the question below.</p> <hr/> <p><input checked="" type="checkbox"/> I confirm that I am present for Remote Learning activities today.</p>	

Quiz Score: **1** out of 1

Next ▶

FREQUENTLY ASKED QUESTIONS

What if there is an error and my child was marked absent incorrectly?

Our data is being entered manually so errors may happen from time to time. Please send an email to the building attendance clerk with your child's legal name, grade, and the information that needs to be corrected. Our staff will make the update.

Attendance Clerks by School:

- Bower Hill: Mrs. Leann Good (goodl@pt-sd.org)
- Pleasant Valley: Mrs. Barb Raymore (raymoreb@pt-sd.org)
- McMurray: Mrs. Mary Lou Fraticelli (fraticellim@pt-sd.org)
- Middle School: Mrs. Lisa Bobrzynski (bobrzynskil@pt-sd.org)
- High School: Mrs. Tara Millington (millington tara@pt-sd.org)

What if I forgot to enter my attendance?

Please send an email to the building attendance clerk with your child's legal name, grade and the details of your request and the staff will update the record. If our records indicate that student attendance has not to be logged in for three consecutive days, someone from the District will reach out to the family.

My child is not a remote student, but participated online when he/she was not able to attend school in class due to illness. How do we take attendance?

The District has revised attendance practices for this year. Students who remain home due to illness or quarantine can log into Canvas to complete classwork. Students who login and complete coursework will not be counted as absent.