

MMSD Attendance During
Virtual Learning 2020-2021

Daily Attendance

As our community begins the 2020-21 school year in a virtual learning environment, students are expected to attend school virtually according to their daily class schedule. Teachers will be taking attendance every day based on student engagement in synchronous, or live, real-time learning instruction, asynchronous, or independent learning activity, or through two way communication. It is important the district continues to track attendance to promote and support academic engagement in virtual learning. Measuring attendance also helps us stay in relationship with families to connect them with resources, and to promote overall health and emotional well-being.

4K and Early Childhood Attendance*

Attendance will be recorded daily by the homeroom teacher. To be counted as “in attendance”, the student will need to either:

- Attend the synchronous, or live, real-time instruction
 - Complete and submit an asynchronous, or independent learning task assigned by the teacher on the virtual learning platform
- Or**
- Engage in two-way communication (student or parent/guardian phone call, email exchange, or office hours virtual visit) with the homeroom teacher and any specials teacher they are scheduled to receive instruction from that day

K-5 Attendance*

Attendance will be recorded daily by the homeroom teacher. To be counted as “in attendance,” the student will need to either:

- Attend the synchronous, or live, real-time instruction
 - Complete and submit an asynchronous, or independent learning task assigned by the teacher on the virtual learning platform
- Or**
- Engage in two-way communication (phone call, email exchange, or office hours virtual visit) with the homeroom teacher and any specials teacher they are scheduled to receive instruction from that day.

6-12 Attendance*

Attendance will be recorded daily by all teachers of classes scheduled to meet each day. To be counted as “in attendance” for a subject/class, the student will need to either:

- Attend the synchronous, or live, real-time instruction (in Zoom)
 - Complete and submit an asynchronous, or independent learning task assigned by the teacher on the virtual learning platform
- Or**
- Engage in two way communication (phone call, email exchange, or office hours virtual visit) with the teacher of the course for each class, each day that it appears on their schedule.

***All Families:** On Wednesdays attendance will be recorded based on asynchronous, or independent learning task completion or two-way communication for all classes.

Report an Absence

The procedure for excusing students from virtual learning includes using the MMSD online form, or phone call to the school attendance line. Each school will share their detailed process.

Additional information can be found here: <https://www.madison.k12.wi.us/attendance>

