

# Enrollment and Attendance Guidance SY 2021-2022



The unpredictability of COVID-19 may require schools to continue serving students through different instructional environments (traditional, distance, virtual, or blended). As a result, the OSDE’s [Enrollment and Attendance Guidance](#) (issued during SY 2020-2021) will again be extended to SY 2021-2022. Schools must accurately track information about each student’s access to learning opportunities, as these data will later be publicly reported (a condition of the State’s [ARP ESSER funding](#)) and be utilized for future benefits (e.g., P-EBT disbursements). As with previous years, Local Educational Agencies (LEAs) determine if and when a student is counted present or absent, based on local attendance policies for the types of learning environments offered. For SY 2021-2022, when a student is being served through a **Traditional Instructional Environment** and their **absence is related to COVID-19**, we ask that you continue to use the attendance codes shown in the table. Doing so ensures local monitoring of how students’ learning experiences are being impacted by COVID-19 and will fulfill later data reporting requirements.

Basis of Admission	Instructional Environment	Attendance Scenarios due to COVID-19
<p><b>Most Common:</b></p> <p><b>R</b> = Resident;  <b>OT</b> = Open Transfer; or  <b>ET05</b> = Emergency Transfer with agreement from both LEAs</p> <p>For additional Basis of Admission codes, see <a href="#">Wave Air Table</a></p>	<p><b>Traditional</b> – Traditional learning is used when instruction is provided in-person and on-site in a brick-and-mortar building.</p>	<p>Student is <b>absent from traditional instructional environment</b> and is <b>NOT assigned or being served through</b> a distance learning environment:</p> <ul style="list-style-type: none"> <li>• Attendance code= <b>COV</b></li> <li>• Attendance Type= <b>Absent</b></li> <li>• Attendance Type= <b>Excused</b></li> <li>• Absence Value= <b>0.5 or 1.0</b></li> <li>• Description= <b>COVID-19</b></li> </ul>
	<p><b>Distance Learning</b> – Distance learning is used for <u>short-term</u> placements away from traditional learning in accordance with the district’s distance learning policies. These offerings could include virtual online instruction or the use of packets.</p>	<p>Student is <b>absent from traditional learning environment</b>, assigned to and <b>present</b> in <b>distance learning environment</b> based on local distance learning attendance policy:</p> <ul style="list-style-type: none"> <li>• Attendance code= <b>DVAP</b></li> <li>• Attendance Type= <b>Absent</b></li> <li>• Attendance Type= <b>Excused</b></li> <li>• Absence Value= <b>0.0</b></li> <li>• Description= <b>Distance Learning Present</b></li> </ul>



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	<b>Distance Learning, Continued</b>	<p>Student is <b>absent from traditional learning environment</b>, assigned to and <b>absent</b> from a distance learning environment based on local distance learning attendance policy</p> <ul style="list-style-type: none"> <li>• Attendance code= <b>DVA</b></li> <li>• Attendance Type= <b>Absent</b></li> <li>• Attendance Type= <b>Excused</b></li> <li>• Absence Value= <b>0.5 or 1.0</b></li> <li>• Description= <b>Distance Learning Absent</b></li> </ul>
<b>RVOFF</b> (Virtual Off Campus)	<b>Virtual Learning</b> – Virtual learning is when a student’s regular mode of instruction is in a virtual environment (or through other means of distance learning models) and is outside of the “traditional environment.”	Use local district attendance policies
<b>RVON</b> (Virtual On Campus)	<b>Blended learning</b> – Blended learning is used when a combination of a virtual learning environment and on-site, brick and mortar placement. Examples of this would be flex labs, students with alternative schedules, part-time virtual learning placements, etc.	Use local district attendance policies

**Reminder:** when a student moves from a Traditional or Distance learning environment into a Virtual or Blended learning environment, the student’s Basis of Admission must change. Please exit the student and then re-enroll them so that their Basis of Admission accurately reflects how they are being served. For questions regarding process or procedure for reporting students through your Student Information System (SIS), please contact [StudentDataInfo@sde.ok.gov](mailto:StudentDataInfo@sde.ok.gov).

