Student Absence and District Calendar Guidance for COVID-19

The Oklahoma State School Board announced on March 25, 2020 that Average Daily Attendance and Average Daily attendance calculations are to stop as of March 12, 2020. Though the reporting of absences and attendance is unnecessary for those reasons, having accurate information is not only important but is also necessary for the State when reporting for other purposes and to additional agencies. With this in mind, the following guidance is provided on how to report student absences and calendar changes.

How to Report Absences in your Student Information System (SIS):

Local education agencies will make the determination if/when a student is present or absent.

1. If a student is determined absent for any reason other than COVID-19, please use the established processes and codes for that absence.

2. If the absence is related to COVID-19, please refer to the guidance below:

    Student Absences and Attendance
    OSDE expects to receive the following fields/elements within the Attendance Code Info object when a student is absent due to a COVID-19 related reason:
    *   Attendance Code = "COV"
    *   Attendance Type = "Absent"
    *   Attendance Status = "Excused"
    *   Absence Value = 0.5 or 1.0
    *   Description = "Coronavirus Disease 2019 (COVID-19)"

    This should be used for a student if they are absent for **_any_** COVID-19 related reason. This includes but is not limited to
    *   Showing signs or symptoms of illness
    *   Potential exposure to illness
    *   Parent/guardian illness exposure concerns

How to adjust calendars in your Student Information System (SIS):
As a part of its First Amended Order of March 25, 2020, the State Board determined that the official end of the school year is on or after May 8, 2020. Although May 8, 2020 is the official end of the school year school districts may opt to continue distance learning beyond that time and should report it accordingly through the district's student information system. Districts do not need to upload adjusted school calendars via the Office of Accreditation.

On or before March 12th:

Please follow the established processes and procedures outlined in the Wave Requirements Document to code each calendar day appropriately.

The week of March 16th:

If your district was on a scheduled spring break for this week, please follow the established processes and procedures outlined in the Wave Requirements Document to code each calendar day appropriately. These days should be marked as a "Holiday".

If your district was not on a scheduled spring break for this week, please use the following guidance to change the affected calendars within your student information system.

OSDE expects to receive the following fields/elements within the Calendar Date object when a district or site is closed due to a COVID-19 related reason:
- Calendar Date Type Code = "0849"
- StudentAttendance/CountsTowardAttendance = "No"
- StudentAttendance/AttendanceValue = 0

A type code of "0849" is described as an emergency day and may only be used on a whole weekday(s) on which the facility/school was closed due to emergency (COVID-19 in this case).

School Cessation Period (March 23rd - April 3rd):

Please follow the following guidance to change all school calendars with your student information system.

OSDE expects to receive the following fields/elements within the Calendar Date object when a district or site is closed due to a COVID-19 related reason:
- Calendar Date Type Code = "0849"
- StudentAttendance/CountsTowardAttendance = "No"
- StudentAttendance/AttendanceValue = 0

A type code of "0849" is described as an emergency day and may only be used on a whole weekday(s) on which the facility/school was closed due to emergency (COVID-19 in this case).

On or after April 6th:

On days where instructional activities **<u>ARE</u>** taking place (i.e. Distance Learning), please use the established processes and procedures outlined in the Wave Requirements Document to code the calendar day as "Instructional".

On days where instructional activities are **<u>NOT</u>** taking place, please use the established processes and procedures outlined in the Wave Requirements Document to code each calendar day appropriately.

To find more information and to follow updates regarding COVID-19 please visit:
- The Oklahoma Health Department resource center for COVID-19 at: https:/coronavirus.health.ok.gov
- The Center for Disease Control resource center for COVID-19 at: https://www.cdc.gov/coronavirus/2019-ncov/

For any questions regarding process or procedure for reporting students through your Student Information System, please contact StudentDatInfo@sde.ok.gov.