Setup a traditional calendar, as normal.

Was the student in the building and in attendance?

Mark student attendance “Present”, as normal.

Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?

Yes

Mark student attendance as DVAP or DVP, depending on your SIS.

No

Full day absence?

Yes

Mark student attendance as DVA (or equitable code) in SIS.

No

Was the student out due to a COVID related reason?

Yes

Mark student attendance as COV

No

Mark student attendance as “Absent”, as normal

Was the student assigned a Distance Learning or Virtual Learning plan, while not in the building?

Yes

No

Mark student attendance as DVA (or equitable code) in SIS.
Is the district/site running an option schedule (ie. A/B)?

Yes:
Can your SIS setup multiple calendars per site?

Yes:
Setup a calendar for each of the option schedules.

No:
Is there a day each week that ALL students are participating in distance or virtual learning?

Yes:
Setup Calendar with school every day as INST, except the school day that all students are distance/virtual. That day should be coded INST/03.

No:
Setup Calendar with every school day as INST.

Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?

Yes:
Mark student attendance “Present”, as normal.

No:
Mark student attendance as “Absent”, as normal.
Virtual Learning ONLY

Setup Calendar with every school day as INST.

Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?

Yes
Mark student attendance “Present”, as normal.

No
Mark student attendance as “Absent”, as normal.
**Traditional (Brick and Mortar) with short term distance learning options and Blended Learning**

Can your SIS setup multiple calendars per site?
- **Yes**
  - Setup a calendar for traditional students and a calendar for each blended schedule.
- **No**
  - Setup Calendar with every school day as INST.

What type of learning environment is being used for the student?
- **Traditional**
  - Go to Traditional (Brick and Mortar) with short term distance learning options ONLY on Page 1 and **skip calendar setup**
- **Blended**
  - Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?
    - **Yes**
      - Mark student attendance “Present”, as normal.
    - **No**
      - Mark student attendance as “Absent”, as normal
Can your SIS setup multiple calendars per site?

- Yes
  - Setup a calendar for traditional students and a calendar for the virtual students.

- No
  - Setup Calendar with every school day as INST.

What type of learning environment is being used for the student?

- Traditional
  - Go to Traditional (Brick and Mortar) with short term distance learning options ONLY on Page 1 and **skip calendar setup**

- Virtual
  - Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?
    - Yes
      - Mark student attendance “Present”, as normal.
    - No
      - Mark student attendance as “Absent”, as normal
Can your SIS setup multiple calendars per site?

Yes → Setup a calendar for virtual students and a calendar for each blended schedule.

No → Setup Calendar with every school day as INST.

Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?

Yes → Mark student attendance “Present”, as normal.

No → Mark student attendance as “Absent”, as normal.
Can your SIS setup multiple calendars per site?

Yes: Setup a calendar for traditional students, a calendar for the virtual students, and a calendar for each blended schedule.

No: Setup Calendar with every school day as INST.

What type of learning environment is being used for the student?

Traditional

Go to Traditional (Brick and Mortar) with short term distance learning options ONLY on Page 1 and skip calendar setup

Virtual and/or Blended

Did the student meet the requirements set forth in local board attendance policy to be counted in attendance all day?

Yes: Mark student attendance “Present”, as normal.

No: Mark student attendance as “Absent”, as normal.