



Enrollment and Attendance Guidance for 2020 -2021

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The unpredictability of COVID has required schools to plan for the ability to offer different instructional environments. As a result, there will be different entry and attendance codes for school year 2020-21 to ensure proper tracking of the students.

Instructional Environments

- **Traditional** – Traditional learning places students on-site and learning through traditional methods. While technology may be utilized within classrooms, the methods of teaching are in-person.
- **Distance learning** – Distance learning is used for placements away from traditional learning in accordance with the district’s distance learning policies. A district would follow their plan for distance learning and educate their students appropriately. These offerings could include virtual online instruction, as well as the use of packets.
- **Virtual Learning** – Virtual learning is when a student receives the majority of instruction away from the brick and mortar school. This would include students who take all courses (full-time virtual) away from brick and mortar buildings.
- **Blended learning** – Blended learning is 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.

Choosing a Basis of Admission for Enrollment:

A Basis of Admission enrollment code is determined by the circumstances surrounding each individual student. Due to many circumstances, including COVID-19 and other health related issues, it may be appropriate for students to be enrolled with one Basis of Admission code for a period of time and then exit and re-enroll with a new Basis of Admission code during the year. This would only be used in the situation of a student moving between traditional, blended, and virtual environments. In the case that a student is moving from traditional to distance learning environment, then the student will remain in the code of traditional. For all Basis of Admission codes and definitions please see the [Wave Requirements air table](#).



For clarity, these codes fall into 3 main areas:

- **Traditional and Distance Learning:** Use local district determined policies for student enrollment. The codes that are used most frequently for this type of enrollment are “R” for Resident, “OT” for Open Transfer, or “ET05” for Emergency Transfer with agreement from both LEAs. OSDE recognizes these types of enrollments as traditional in a brick and mortar classroom 100% of the time, excluding absences (excused or unexcused).
- **Virtual Learning:** Use Basis of Admission RVOFF (Virtual Off Campus) for each student that is enrolled in your district with an education plan of learning in a distance type environment 100% of the time, excluding absences (excused or unexcused). This learning could be in a virtual environment or through other means of distance learning models.
- **Blended Learning:** Use Basis of Admission RVON (Virtual On Campus) for each student that is enrolled in your district with an education plan that includes a regular schedule of part-time on-campus learning and part-time distance learning, which could be through a virtual environment or through other means of distance learning models.

Tracking scheduled Distance/Virtual Learning Days on Calendar

As may be authorized during a period of emergency pursuant to by Oklahoma Administrative Code, at 210:35-21-2, a district or individual schools may elect to incorporate distance/virtual learning into its school calendar and have such days count as instructional attendance days for state funding and compliance purposes. When this type of decision is made the district should mark that calendar date as INST (Instructional). In addition the district should also include a Calendar Date Type Other Code List of “03” to indicate a Distance/Virtual Day.

OSDE would expect to receive the following Calendar information:

When a district has a scheduled Distance/Virtual Learning Day:

- Calendar Date Type Code = “INST”
- Calendar Date Other Code = “03”

When a site/district codes their calendar in this manner, all students associated with that particular calendar would be considered as distance learning and present for that day, unless otherwise reported as absent.



Tracking Attendance:

Local education agencies shall make the determination if/when a student is present or absent, based on local policies.

- When a student is absent for any reason other than COVID-19, please use local district determined attendance policies for the appropriate learning environment.
- When a student is absent due to a COVID-19 related reason **and is NOT assigned to a distance learning environment:**
 - Attendance Code = "COV"
 - Attendance Type = "Absent"
 - Attendance Status = "Excused"
 - Absence Value = 0.5 or 1.0
 - Description = "Coronavirus Disease 2019 (COVID-19)"
- When a student with a "traditional" Basis of Admission is absent for **any** reason, including COVID-19, **is temporarily assigned to a distance learning environment,** and
 - **did meet** the requirements of the local distance learning attendance policy. **Use the following codeset:**
 - Attendance Code = "DVA" or "DVAP"
 - Attendance Type = "**Absent**"
 - Attendance Status = "Excused"
 - Absence Value = "**0.0**"
 - Description = "Distance Learning Present"
 - **did NOT meet** the requirements of the local distance learning attendance policy. **Use the following codeset:**
 - Attendance Code = "DVA"
 - Attendance Type = "**Absent**"
 - Attendance Status = "Excused" or "Unexcused"
 - Absence Value = "1.0"
 - Description = "Distance Learning Absent"
 - **did NOT meet** the requirements of the local distance learning attendance policy.
 - Attendance Code = "DVA" or "DVA5"
 - Attendance Type = "Absent"
 - Attendance Status = "Excused" or "Unexcused"
 - Absence Value = "0.5"
 - Description = "Distance Learning Absent"



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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 StudentDataInfo@sde.ok.gov.