



## **USI Home Learning Attendance Policy**

Indiana compulsory attendance laws remain in effect through Home Learning. Schools are required to count and record attendance. During home learning, assignment completion and participation is used as a proxy for attendance.

**For a designated remote learning day, a student is considered “present” if:**

1. The student submits an assignment, or
2. The student participates in a 1:1 call with a school member, or
3. The student participates in a Zoom call, or
4. A parent/family member confirms a student completed an assignment or activity

**Assignments may be submitted by students a few ways. Below is a non-exhaustive list of ways assignments may be submitted.**

A student:

1. Submits an assignment via Google Classroom, Curriculum Platform (e.g., Amplify, Discovery), or
2. Logs usage on an online program (e.g., Lexia, Zearn, MindPlay), or
3. Sends digital evidence (e.g., picture, written or video response) of a completed activity or assignment through email or Dojo
4. Student work packet is turned into the dropbox

**Family members can confirm a student’s completion of assignment by communicating it to their teacher by:**

1. Sending a digital communication (e.g., email, Dojo)
2. Verbally during the teacher or advisor’s weekly student call

### **Process**

School staff should follow these guidelines for submitting attendance.

- Each Monday, teachers log students’ assignment submission or confirmed assignment/activity , into the Student Accountability Tracker for the previous week using the 2,1,0 scale.
- If a student has submitted an assignment, participated in a 1:1 call, Zoom call, or a parent/family member confirmed a student completed an assignment or activity they are counted present for the day.
- Teachers should enter absences for the prior week into Powerschool. A student is only marked absent if ALL content areas/assignments for the day are red.
- Teachers can input attendance in a “week at a glance” by clicking on the grid next to the chair.

 **UNITED SCHOOLS  
OF INDIANAPOLIS**

