

## Attendance Info:

We use two different reports to track and report student attendance. The Student Login Report and the Hourly Cumulative Attendance report.

Once a student logs into his/her account for the day, the system marks the login. K12 sends me an auto-generated report each Tuesday showing student login data. We then enter this "daily student login" data into the state system. Students logging in 5 days during the week (Sunday – Saturday) will not receive any absences. A student logging in 4 days during a week would receive one absence. A student logging in 3 days during a week would receive 2 absences and so forth. Please be sure to email me if your student is not going to be logging in for an extended period of time, we must have written communication from you excusing the absences. State law requires us to drop a student who does not log into his/her account for 10 days. We understand that one of the greatest benefits from schooling at home is the flexibility and we purposefully leave your school calendar open for you to schedule your own holidays and breaks. We look forward to working cooperatively with you and simply ask that you help keep us informed of any extended periods of time off your student will be taking.

The Hourly Cumulative Attendance is used to track yearly hourly totals. This data is taken from the entries made through your Learning Coach (LC) account. I list approximate hourly totals each week in my Monday emails. Please be sure you are keeping up on entering this hourly attendance and that your time is near, at or above the state requirement. This data is used a few times a year, when we pull student progress reports. The state requirements for hourly attendance for a full time student in a school year are: 990 hours 2<sup>nd</sup> – 8<sup>th</sup> grade. 810 hours for 1<sup>st</sup> grade 495 hours for Kindergarten.