Attendance Codes - Visual Format

Code	Description	Visual
A	**Absent**	
1	**Present for live Instruction**	
2	**Missed live instruction** **BUT** **completed assigned work**	
3	**Present for live instruction** **AND** **completed assigned work**	
4	**Missed live instruction** **BUT** **conferenced with teacher/admin after**	
5	**Missed live instruction** **BUT** **conferenced with teacher/admin after** **AND** **completed assigned work**	

(provided by Loré Carrillo)

New Codes for 2020-21

Code	Description
A	Absent
1	LiveInst
2	WorkComp
3	Live+Work
4	Conference
5	Con+Work

A = Absent
This code is used when there is no evidence of student participation for the day. The student does not participate in live interaction or turn in any work.

1 = LiveInst
This code is used when the student has logged into the live instruction/interaction, through Zoom or Google Meet. There is no minimum amount of time required for a student to be counted as participating in live instruction.

2 = WorkComp
This code is used when the student has submitted the assignments or completed assessments for the day, but has not logged into the live instruction.

3 = Live+Work
This code is used when the student has logged into the live instruction and has submitted the assignments or completed assessments for the day.

4 = Conference
This code is used when the teacher has held a conference, by phone or through Zoom or Google Meet, with either the student or the parent/guardian. The conference should occur when a student has difficulty logging into the live instruction, and/or when the student is not submitting assignments.

5 = Con+Work
This code is used when the teacher has held a conference, by phone or through Zoom or Google Meet, with either the student or the parent/guardian and the student has submitted the assigned work or completed assessments.