



Distance Learning **Attendance & Engagement Toolkit**



Revised: December 9, 2020

Toolkit Navigation

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Hyperlinked Table of Contents: All documents in this toolkit are hyperlinked to the Table of Contents. Use the Table of Contents to jump to the section or specific file you are looking for.

Bookmarks Panel: Click the “Bookmarks” icon in the Navigation Pane on the left side of your screen to show a list of all items in the toolkit. To return to the Table of Contents, click “Contents” in the Bookmarks panel. Additionally, click any item in the Bookmarks panel to go to that page.

Page Navigation Tools: Use Page Navigation Tools in your Toolbar at the top of your screen to move throughout the toolkit. Use buttons like “Previous View” to go back to what you were last viewing or return to the Table of Contents. To show Page Navigation Tools, right-click on your toolbar, click “Show Page Navigation Tools”, select “Show All Page Navigation Tools” or “Previous View” (your go back button).

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For additional assistance with translated documents, please contact the SCUSD Attendance Team at 916-643-2121. (Rev. 12/09/2020_LPC)

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Translated Documents

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INTRODUCTION TO ATTENDANCE, ENGAGEMENT, & PARTICIPATION

Why Attendance & Engagement Are Important

A meaningful connection to friends, caring adults, engaging subject matter and activities in class is at the core of what our students need to learn and thrive in any environment. We believe this to be true regardless of what school looks like. Not only do we want students to be present or “logged in,” we want them to be engaged by interacting, thinking, and connecting. The COVID-19 pandemic has made it difficult to monitor attendance and engagement, but we have learned new best practices as a result of the efforts of teachers, administrators, and staff during the spring of 2020.

Sac City Unified’s **Attendance and Engagement process** takes into consideration all the recommendations and guidance from federal, state, and county Public Health and Education Offices as well as the requirements outlined in Senate Bill 98. Using the framework from [SCUSD’s Return to Health: Health and Safety Plan](#), which outlines the processes that our district has adopted to return to school - in person or virtually, in the safest way possible, as well as the scheduling options from the Return to Learn Plan, we have created a plan to monitor student attendance and engagement and provide support to students, families and school sites when needed.

What Attendance Looks Like During the 2020/21 School Year

For this document’s purpose only, based on the wording from Senate Bill 98, the words **attendance**, **engagement**, and **participation** can be used interchangeably to define a student’s participation in class instruction either virtually or in person.

Please Note: The district is working to create a more complete definition of “engagement” for this school year that will include attendance but also incorporate other aspects of student learning and connectedness to school.

SCUSD began the 2020-21 School Year with a 100 percent distance learning model. Per [Senate Bill 98](#), daily attendance/engagement is an expectation for all students and, in turn, schools will be responsible for taking and monitoring attendance/engagement every school day for all scheduled periods.

Synchronous & Asynchronous Learning

Synchronous learning is any type of learning that takes place in real time where a group of students are engaging in learning simultaneously through live instruction and interaction.

- Most resembles a real classroom
- Learners can ask questions and receive feedback simultaneously
- Allows for collaboration between students
- Teachers can provide immediate feedback, assessment, and adjust as needed

Asynchronous learning occurs separately without real-time interaction.

- Directly aligned to live learning and instruction
- Feedback and opportunities for questions come later
- Students can absorb content at their own pace
- Provides opportunities for students to develop questions and reflections on learning
- Allows for more flexibility in scheduling



PARTICIPATION-BASED ATTENDANCE: TEACHER INSTRUCTIONS

What is considered “Attendance” during 100% Distance Learning?

Daily participation may include but is not limited to the following criteria:

- Evidence of participation in online activities (Zoom, iReady, Google Classroom, Clever, etc.)
- Completion of regular assignments, surveys, check-ins
- Completion of assessments
- Contacts between SCUSD employees and the student or parent(s)/guardian(s)

How is participation-based attendance recorded in Infinite Campus by teachers?

Teacher records the current day’s attendance and updates the previous day’s attendance daily in Infinite Campus by time determined based on the site schedule.

(Watch Video 1 Elementary [HERE](#) and Video 2 Secondary [HERE](#). Transcripts for each video can be found in the folder.)

Please see pictures on the following page with corresponding numbers for each step.

1. Choose “Attendance” from the IC menu on the left sidebar (DO NOT ENTER IN THE CONTROL CENTER)
2. Select date and period (if applicable)
3. Check the box in the “Participated” column next to each student’s name if the student met any of the criteria listed above (the top box fills all). If a student has not met any of the criteria, leave the check box empty. This will automatically mark the student absent.
4. In the “Participation Type” column, select one of the following options for measure of participation.
 - a. Synch: Live interaction
 - b. Asynch: Online Activities
 - c. Asynch: Assignments/Assessments
 - d. Asynch: Communication

Only one measure needs to be met to qualify for participation credit. If a student engages in multiple ways, please choose the highest form of engagement based on the order above. Synchronous will always be the highest level of engagement. Teachers must attempt to contact absent students to meet the “communication” criteria for the same date.

5. If an Asynchronous participation is chosen from the dropdown, completion of the “Participation Comment” section defining the asynchronous activity is required.
6. Click “Save” on top of screen.

The following day, a red absence will appear next to students who did not participate)

- **The window for teachers to enter attendance has been extended to 7 calendar days**
- After today’s attendance is entered, select the previous class dates on the top of the screen to review assignment submission, online work, log-in rosters, etc. Add a check to the box and appropriate measure of engagement from the dropdown next to any student who met participation criteria after initial attendance was entered.
- Always click “Save” on top of screen.



PARTICIPATION-BASED ATTENDANCE: ATTENDANCE STAFF INSTRUCTIONS

What is considered “Attendance” during 100% Distance Learning?

Daily participation may include but is not limited to the following criteria:

- Evidence of participation in online activities (Zoom, iReady, Google Classroom, Clever, etc.)
- Completion of regular assignments, surveys, check-ins
- Completion of assessments
- Contacts between SCUSD employees and the student or parent(s)/guardian(s)

Office & Attendance Staff: How is participation attendance monitored in Infinite Campus?

- Attendance Staff verify that teachers are entering “participation” based attendance daily in Classroom Monitor
 - Review Classroom Monitor, contact teachers who have not entered attendance for the day to remind them that attendance needs to be entered daily
 - Once a teacher has entered participation, the class will change from red to green
 - Verify that check marks will populate next to student names who participated
 - Save the attendance so it turns from red to green if it has not already
 - Check the previous 5 school days attendance to ensure teachers have entered participation. If there are classes that are still highlighted red, click on them and review. If there are participation check marks, press save. If not, contact the teacher and remind them to enter attendance
- Teachers currently have a 7 day window to monitor and update participation but our guidance is that they record attendance daily and update on the next school day/class period. There are some exceptions, see [FAQs](#)
- Students must submit assignments within the teacher window to count as participation
- When the system runs each night, if the participation box is left blank by a teacher a red DLUX (absence) code will automatically be assigned
- If the student subsequently participates the teacher can go in and check the participation box and the DLUX code will be removed the next day
- To correct an invalid absence due to a teacher not entering participation for a student, office staff should enter participation check marks through classroom monitor. Office staff should no longer enter DLVP for this circumstance
- Attendance staff cannot simply delete an attendance code to add participation/present.

THIS WILL NOT WORK. The absence code will reappear the following day

Attendance Codes

DLEX	Distance Learning Office Excused
DLHE	Distance Learning Health
DLPN	Distance Learning Personal
DLUO	Distance Learning Office Unexcused
DLUX	Distance Learning Unexcused
DLVP	Distance Learning Participated

Outreach & Engagement

- Attendance and “repurposed” staff should be calling all families with DLUX codes to help them re-engage and determine reason for absence
 - If there are connectivity issues refer to site designee, <https://learn.scusd.edu>, or Attendance and Engagement Office at 916-643-2121.
 - If a student/parent states they did participate (using the criteria above), please communicate with the teacher to have this resolved by the teacher checking the participation box and commenting
- Use the [DL Absence Process](#) to determine level of support
 - Phone calls
 - Letters
 - Home Check-in
 - [ESP meeting](#)
- If a student has 3 or more absences in a week an engagement support meeting must be scheduled virtually, via phone or as a home check-in (Per SB98) and an Engagement Support Plan completed with the family
- Add the “Attendance Concerns” flag in IC from date signed end date 6/30/2021
- Email copy of ESP to your site CWAS
- Refer to student support center or Connect Center as needed

Substitute Attendance Process

1. Long term subs should be added as secondary teacher to allow access ASAP
2. Short term substitutes complete hard copy sub roster daily with “wet” signature
3. BEST PRACTICE: Regular classroom teacher can mark participation box for present students based on sub roster or
4. Office staff will enter substitute attendance using classroom monitor and select the participation checkbox and place the participation criteria met, either: Live (L), Assignment (A) or Communication (C)
5. When possible, administrators can be “secondary” teachers in all classes and mark participation based on the signed sub roster

Monitoring attendance

- Ad Hoc queries have been written and placed in the Attendance Tech folder - Participation with comments
[PATH](#): Ad Hoc Reporting > Data Export

For the weekly query, a copy will need to be made to update the week dates

student BLG: No Daily Participation - ES - Today

student BLG: No Daily Participation - ES - Yesterday

student BLG: No Daily Participation - MSHS - Today

student BLG: No Daily Participation - MSHS - Yesterday

student BLG: No Participation Summary - ES - Weekly

student BLG: No Participation Summary - MSHS - Weekly



PARTICIPATION-BASED ATTENDANCE: FAQs

If a parent/guardian calls in a student's absence is that considered participation?

No, clarify with the parent that the student would be considered “participating” if they submitted any assignments, or completed any online work or communicated with the teacher. If the parent/guardian states they will absolutely be absent then the office staff would add an absence code, either DLEX (distance learning excused), DLUX (distance learning unexcused), DLHE (distance learning health) or DLPN (distance learning personal). However, if the student submits an assignment from the date of absence, the teacher can still check the participation box.

If a parent/guardian calls in because of tech issues is that considered participation (check mark by teacher or DLVP) or absence DLEX?

That contact meets “participation” criteria so the student should be marked present and receive a check mark from the teachers view or DLVP from the Attendance Staff view.

Can a student submit an assignment on Thursday that was due on Tuesday and receive credit for participating on Tuesday? and/or Thursday?

YES! Per CDE, work that was assigned Tuesday can count for Tuesday participation if it was turned in during the 7-calendar day attendance window. As a teacher you may determine how the assignment counts towards grades, but it does meet the participation criteria. In this case the student would only get participation credit for Tuesday, not Thursday, unless they met participation criteria for Thursday separately.

Who has access to mark “Participation” for a student?

Only the teacher has the ability to mark the participation box for a student. If a student/family has 2 way communication with a member of the staff other than the teacher, they will need to notify the teacher who will be responsible for checking that participation box and entering “communication” or “C” in the comments. If the teacher does not update this within the 7 calendar days, the office staff can add DLVP code for the date.

When can Attendance Staff add a DLEX (distance learning excused code for a student?

The code can be added at any time, however students may still participate through assignment submission or other communication with the teacher, so the code may not be accurate. If possible, please enter attendance codes after the teacher window has closed. The teacher can still mark participation if the student does in fact participate and participation is more accurate for state reporting and audit purposes.

Why do teachers still see an absence mark after they added or updated participation and hit save for a previous day?

Participation based attendance updates at midnight each day. The absence code will be removed the following day.



ASSIGNING BLENDED LEARNING GROUPS

Under the present conditions, a new data element exists in Infinite Campus, named Blended Learning Groups (BLG). This label will help identify students who MAY at some point move to a hybrid learning model (More to come on this).

Since all students are currently being taught virtually, the 100% Distance Learning, is purely a label within the student's header area that 'moves' students into the new Participation attendance area for teachers.

Grade: 06 # [redacted] DOB: 01/24/2008 Gender: F

100% Distance Learning

Site administrators and office staff have the ability to add this data element. The district will defer to sites to determine the process that works best for them, but new students will need this identifier to allow teachers to accurately record daily participation.

Infinite Campus Path: Search for student > Student Information > General > Attendance > Update Group Assignment – only option right now is 100% Distance Learning

Summary Profile Enrollments Schedule **Attendance** Flags Grades Tra

New Period Detail Daily Detail Documents

Update Group Assignment

Select the group to assign the student to and the effective date of the assignment.
Note: Attendance records may be affected by this action.

*Group Name: 100% Distance Learning

*Effective Date: 09/03/2020

Update

An adhoc has been created to find the students missing this important identifier. The query has been placed in the Secretary/Office Professional, School Office Staff and Principal group named Blending Learning Groups - Missing

The identifier cannot be added retroactively to students, so it is recommended that this query be run multiple times a day especially if there have been a lot of new students enrolled at a site.

If you have additional questions, please contact Support at support@scusd.edu.



DAY COUNT REPORT

In Infinite Campus: Attendance>Reports>Day Count

1. Start Date/End Date: Monday of prior week to Friday
2. Having at least: 3 days of Absence
Having at most: 5 days of Absence
3. Calculation Options: DAILY APPROXIMATION
4. Sort Options: Absent Days & Name
5. Generate Report

Infinite Campus District Edition

Year: 19-20 School: Ethel I Baker Elementary Calendar: 19-20 108 T El Baker

Attendance Day Count Report

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade: All Students
KN
01
02
03

☐ Ad Hoc Filter

1 Start Date: 05/04/2020
End Date: 05/08/2020

2 Having at least: 3 days of Absence
Having at most: 5 days of Absence

3 Calculation Options
☐ EXACT (The sum of minutes absent / student day)
☒ DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)

4 Sort Options: ☐ Name ☐ Grade & Name ☒ Absent Days & Name

Report Format: PDF

5 Generate Report

Start Here



PERIOD COUNT REPORT

In Infinite Campus: Attendance>Reports>Period Count

1. Enter the Start Date/End Date for desired search
2. Group Options: Period
3. Sort Options:
 - a. Alpha (sorts by last name)
 - b. Grade/Alpha (sorts by grade level, then last name)
4. Status: Define a status option
 - a. For Distance Learning, Absent is the only option that should be used
5. Excuse: Define an excuse option based on your search criteria
 - a. Unknown: will not work during Distance Learning
 - b. Excused: populates results from DLEX, DLHE, and DLPN codes
 - c. Unexcused: populates results from DLUO and DLUX codes
6. Excuse Code: Enter the codes for your search
 - a. You only need to define codes if you are doing a specific search. If you are searching for unexcused absences only, and you have selected Unexcused in step 5, you do not need to further specify codes.
7. Report Format: PDF or CSV (A Comma-separated Values file will display your report in a table like Excel)
8. Generate Report

Infinite Campus District Edition

Year: 20-21 School: Rosemont HS Calendar: 20-21 540 T Rosemont

Attendance Period Count Report

This report counts attendance marks per student. The Report Type option determines how attendance marks are summed:

- Total Count sums all values for all periods and determines if those totals meet the values entered in the Having at Least/Having at Most fields.
- Count by Period sums the attendance marks for each period and reports values based on the Having at Least/Having at Most fields.

For example, Report Type of Total Count with Having at Most zero attendance marks will display students who have zero total attendance marks over the start and end date range. Report Type of Count by Period with Having at Least three and Having at Most three would return periods where students only had three absences. Selecting attendance Statuses and Excuses filters the results to only include those attendance events which match the selected items. Results can be limited further by selecting specific attendance Excuse Codes.

Which students would you like to include in the report?

☒ Grade ☐ All Students

☐ Ad Hoc Filter

Enrollment Effective Date: 12/02/2020

Report Type: ☒ Total Count ☐ Count By Period

1 Start Date: End Date:

2 Having at least: attendance marks

3 Having at most: attendance marks

4 Group Options: ☒ Period ☐ Period Schedule

5 Sort Options: ☒ Alpha ☐ Grade/Alpha

6 Status: ☐ All ☐ Absent ☐ Tardy ☐ Early Release

7 Excuse: ☐ All ☐ Unknown ☐ Excused ☐ Unexcused ☐ Exempt

8 Excuse Code: ☐ All (excuses count: 35)

☐ ADAR: ADA Recovery ☐ GRAD: Senior Activities ☐ T>30: Tardy > 30 min
☐ ADMN: Principal/Vice Principal ☐ HLTH: Health ☐ TRDY: Tardy < 30 min
☐ COUN: Counselor ☐ ISC: Independent Study - Complete ☐ TRNT: Truant
☐ CSUS: On Campus Suspension ☐ ISN: Independent Study - Incomplete ☐ TSUS: Teacher/Class Period Suspension
☐ CV19: No Engagement ☐ LATE: Excused Tardy > 30 min ☐ UNV: Unverified - Incomplete
☐ DLEX: Distance Learning Office Excused ☐ MEDV: Medical Verification ☐ VP: Verified Present
☐ DLHE: Distance Learning Health ☐ NATP: Non-Attendance Period ☐ VT: Verified Tardy
☐ DLPN: Distance Learning Personal ☐ NURS: School Nurse ☐ WBCV: College Visit
☐ DLUO: Distance Learning Office Unexcused ☐ OTHR: Other - Personal Unexcused ☐ WBLG: Guest Speaker
☐ DLUX: Distance Learning Unexcused ☐ PART: Partial Day Present ☐ WBLI: Internship
☐ DLVP: Distance Learning Participated ☐ PERS: Personal ☐ WBLS: Job Shadow
☐ SUS: Suspension ☐ XTRA: Extracurricular

Report Format: PDF

Generate Report



ADM AND ADA DETAIL REPORT

From the “Index” tab in Infinite Campus: Attendance>Reports>ADM and ADA Detail

1. Start Date/End Date: Enter the date range beginning as 9/3 and ending as 7 calendar days from today’s date
2. AdHoc Filter: Ad Hoc Reporting: Active students (based on Current Enrollment Dates)
3. Report Type: Detail
4. Which calendar(s) to include: Active Year
5. Choose your school’s name from the drop-down menu, making sure that it begins with the letter “T” for traditional school year. (Example: 20-21 142 **T** Hollywood Park)
6. Calculation Options: CA-specific attendance (Note: “CA” in this case stands for California)
7. Student Type: Primary Enrollments (Not Track Jumpers)
8. Report Format: CSV (A Comma-separated Values file that will display your full attendance report in a table like Excel)
9. Generate Report

Infinite Campus District Edition

Year: 20-21 School: Hollywood Park Elementary Calendar: 20-21 142 T Hollywood Park

Average Daily Membership (ADM) & Average Daily Attendance (ADA) Summary with Student Detail

This report displays Membership, Absent, and Present Days and calculates ADM and ADA. ADA calculation options use either Exact (Present Minutes divided by Student Day Minutes for the Calendar) or Whole/Half (Absent Minutes compared to Whole Day and Half Day Absent Minutes for the Calendar) logic. The Summary version displays data for each Calendar/Grade selected and as a grand total for all Calendars; the Detail version displays the Summary data plus a row for each student actively enrolled during the entered date range. Blank Start and End Dates default to the start/end dates of the calendar. This is a very complex report, try to limit the number of calendars run per batch.

Which date range would you like to include in the report?

1 Start Date: 09/03/2020
2 End Date: 11/02/2020

3 Adhoc Filter: Registrar: Active Students (based on Enrollment)

4 Which calendar(s) would you like to include in the report?

5 active year
list by school
list by year

6 Report Type: Summary (selected) Detail (selected)

7 Calculation Options

EXACT (The sum of minutes absent / student day)
DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)
8 CA-specific attendance (selected)
CA-Truancy
CA-Chronic Absenteeism

9 Student Type: Primary Enrollments (Not Track Jumpers)

Add signature line at the end of the report

Report Format: CSV

Generate Report Submit to Batch

20-21 108 T EI Baker YES
20-21 110 T E Phillips
20-21 110 T E Phillips PS
20-21 110 T E Phillips YES
20-21 111 M J Morse
20-21 111 T J Morse
20-21 117 T Father KBK K-6
20-21 117 T Father KBK K-6 PS
20-21 117 T Father KBK K-6 YES
20-21 130 T G Empire
20-21 130 T G Empire PS
20-21 130 T G Empire YES
20-21 138 M MLK Jr Element
20-21 138 T MLK Jr Element
20-21 138 T MLK Jr Element PS
20-21 138 T MLK Jr Element YES
20-21 139 T HW Harkness
20-21 139 T HW Harkness PS
20-21 139 T HW Harkness YES
20-21 142 T Hollywood Park

CTRL-click or SHIFT-click to select multiple



ADM AND ADA DETAIL REPORT FOR CHRONIC ABSENCE

From the “Index” tab in Infinite Campus: Attendance>Reports>ADM and ADA Detail

1. Start Date/End Date: Enter the date range beginning as 9/3 and ending as 7 calendar days from today’s date
2. AdHoc Filter: Blank
3. Report Type: Detail
4. Which calendar(s) to include: Active Year
5. Choose your school’s name from the drop-down menu, making sure that it begins with the letter “T” for traditional school year. (Example: 20-21 142 **T** Hollywood Park)
6. Calculation Options: CA-Chronic Absenteeism (Note: “CA” in this case stands for California)
7. Student Type: Primary Enrollments (Not Track Jumpers)
8. Report Format: CSV (A Comma-separated Values file that will display your full attendance report in a table like Excel)
9. Generate Report (sort and clean-up as desired)

Infinite Campus District Edition

Year: 20-21 School: John F Kennedy HS Calendar: 20-21 525 T JFK

Index Search < **Average Daily Membership (ADM) & Average Daily Attendance (ADA) Summary with Student Detail**

This report displays Membership, Absent, and Present Days and calculates ADM and ADA. ADA calculation options use either Exact (Present Minutes divided by Student Day Minutes for the Calendar) or Whole/Half (Absent Minutes compared to Whole Day and Half Day Absent Minutes for the Calendar) logic. The Summary version displays data for each Calendar/Grade selected and as a grand total for all Calendars; the Detail version displays the Summary data plus a row for each student actively enrolled during the entered date range. Blank Start and End Dates default to the start/end dates of the calendar. This is a very complex report, try to limit the number of calendars run per batch.

Which date range would you like to include in the report?

1 Start Date: 09/03/2020
2 End Date: 11/02/2020

3 Adhoc Filter: [Blank]

4 Which calendar(s) would you like to include in the report?
☒ active year
☐ list by school
☐ list by year

5 Report Type: ☐ Summary ☒ Detail

6 Calculation Options:
☐ EXACT (The sum of minutes absent / student day)
☐ DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)
☐ CA-specific attendance
☐ CA-Truancy
☒ CA-Chronic Absenteeism

7 Student Type: Primary Enrollments(Not Track Jumpers)

8 Report Format: CSV

9 Generate Report Submit to Batch

20-21 108 T El Baker YES
20-21 110 T E Phillips
20-21 110 T E Phillips PS
20-21 110 T E Phillips YES
20-21 111 M J Morse
20-21 111 T J Morse
20-21 117 T Father KBK K-6
20-21 117 T Father KBK K-6 PS
20-21 117 T Father KBK K-6 YES
20-21 130 T G Empire
20-21 130 T G Empire PS
20-21 130 T G Empire YES
20-21 138 M MLK Jr Element
20-21 138 T MLK Jr Element
20-21 138 T MLK Jr Element PS
20-21 138 T MLK Jr Element YES
20-21 139 T HW Harkness
20-21 139 T HW Harkness PS
20-21 139 T HW Harkness YES
20-21 142 T Hollywood Park

CTRL-click or SHIFT-click to select multiple



CUMULATIVE CHRONIC ABSENCE CALCULATION

1. Run ADM/ADA Report for Chronic Absence from beginning of school year to last day of month.
2. NO FILTER
3. Sort and clean columns as desired.
4. Sort Membership Days column smallest to largest.
5. Delete all students with less than 30 days.
6. Sort % absence largest to smallest.
7. Highlight all students with 10% or more absence.
8. How many students w/ 10% or more _____
9. How many total students enrolled _____
10. Divide #8 by #9 = Chronic Absence Rate
11. Highlight all students with 60% or more as significantly disengaged students

Elementary Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
ADAR	ADA Recovery	Present	Excused	YES	NO	Used by District Office ONLY for schools participating in Saturday School with EdLink
CSUS	On Campus Suspension	Present	Excused	YES	NO	On Campus Suspension is used with the behavior resolution In House Suspension ONLY
DLEX	Distance Learning Office Excused	Absent	Excused	NO	YES	Distance Learning - ANY excused absence
DLHE	Distance Learning Health	Absent	Excused	NO	YES	Distance Learning - Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
DLPN	Distance Learning Personal	Absent	Excused	NO	YES	Distance Learning - Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
DLUO	Distance Learning Office Unexcused	Absent	Unexcused	NO	YES	Distance Learning - Office entered Unexcused reason for absence: no contact, truant, other, etc.
DLUX	Distance Learning Unexcused	Absent	Unexcused	NO	YES	Unverified absence – Absences, which have NOT been cleared by any means (considered trancies by the courts).
DLVP	Distance Learning Verified Participation	Absent	Present	NO	YES	Verified Present: Student who has been verified present; used to clear out the attendance mark that was made in error - used in conjunction with the Single Period Attendance report
HLTH	Health	Absent	Excused	NO	YES	Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
ISC	Independent Study - Complete	Present	Exempt	YES	NO	Completed Work IS (Independent Study Only)
ISN	Independent Study - Incomplete	Absent	Unexcused	NO	NO	Incomplete Work IS (Independent Study Only)
LATE	Excused Tardy > 30 min	Tardy	Excused	YES	NO	Excused Tardy > 30min- tardies greater than 30 minutes (i.e. student late with a doctor's/dentist appointment note). A note from a parent is NOT acceptable.
MEDV	Medical Verification	Absent	Excused	NO	YES	Absent with medical verification.
OTHR	Other - Personal Unexcused	Absent	Unexcused	NO	YES	Unacceptable reason with a note from the parent/guardian {considered a truancy by the state} – (going to work with parent or other family member, vacations, babysitting, under the influence of alcohol or drugs, personal problems, parties, shopping, waiting for the service or repair people to come, any other reasons NOT included in Education Code sections 460

Elementary Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
PART	Partial Day Present	Present	Excused	YES	NO	Early dismissals which are excused, or reasons listed under "OTHR, HLTH or PERS" and are MORE than 30 minutes in length. Do NOT use this code for when suspending a student in the middle of a day
PSUS	Partial Day Suspension	Present	Excused	YES	NO	Used if a student is sent home (suspended) for a discipline related reason. Do NOT use PART
PTRN	Partial Day Return	Present	Excused	YES	NO	Early dismissals which are excused, or reasons listed under "OTHR, HLTH or PERS" and are MORE than 30 minutes in length AND the student returns to school
PERS	Personal	Absent	Excused	NO	YES	Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
SUS	Suspension	Absent	Excused	NO	NO	Suspension – Education Code Section 48900-48925: Suspension absence is granted when school administrators suspend a student in order to improve his/her behavior, or for the protection of other students and or school property.
T>30	Tardy > 30 min	Tardy	Unexcused	YES	NO	Truant tardies – Education Code section 48260: Tardies, in excess of 30 minutes, without valid excuse, on any three school days within a school year is considered a truancy.
TRDY	Tardy < 30 min	Tardy	Excused	YES	NO	Tardies which are LESS than 30 minutes on any given school day.
TRNT	Truant	Absent	Unexcused	NO	YES	Truant absences – Absent without consent or knowledge of the parent(s)/guardians(s).
UNV	Unverified - Incomplete	Absent	Unexcused	NO	YES	Unverified absence – Absences, which have NOT been cleared by any means (considered trancies by the courts).
XTRA	Extracurricular	Absent	Exempt	YES	NO	Extracurricular Activity – i.e. field trips and other school related activity in which the student is not on school grounds (counts as present)

Middle School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
ADAR	ADA Recovery	Present	Excused	YES	NO	Used by District Office ONLY for schools participating in Saturday School with EdLink
ADMN	Principal/Vice Principal	Absent	Exempt	YES	NO	Student with the school administration (Principal, VP)
COUN	Counselor	Absent	Exempt	YES	NO	Student with school counselor or outside counselor (i.e., LaFamilia, CSUS, Interns, etc.)
CSUS	On Campus Suspension	Present	Excused	YES	NO	On Campus Suspension is used with the behavior resolution In House Suspension ONLY
DLEX	Distance Learning Office Excused	Absent	Excused	NO	YES	Distance Learning - ANY excused absence
DLHE	Distance Learning Health	Absent	Excused	NO	YES	Distance Learning - Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
DLPN	Distance Learning Personal	Absent	Excused	NO	YES	Distance Learning - Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
DLUO	Distance Learning Office Unexcused	Absent	Unexcused	NO	YES	Distance Learning - Office entered Unexcused reason for absence: no contact, truant, other, etc.
DLUX	Distance Learning Unexcused	Absent	Unexcused	NO	YES	Distance Learning – Absences, which have NOT been cleared by any means (considered trancies by the courts).
DLVP	Distance Learning Verified Participation	Absent	Present	NO	YES	Verified Present: Student who has been verified present; used to clear out the attendance mark that was made in error - used in conjunction with the Single Period Attendance report
HLTH	Health	Absent	Excused	NO	YES	Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
ISC	Independent Study - Complete	Present	Exempt	YES	NO	Completed Work IS (Independent Study Only)
ISN	Independent Study - Incomplete	Absent	Unexcused	NO	NO	Incomplete Work IS (Independent Study Only)
LATE	Excused Tardy > 30 min	Tardy	Excused	YES	NO	Excused Tardy > 30min- tardies greater than 30 minutes (i.e. student late with a doctor's/dentist appointment note). A note from a parent is NOT acceptable.
MEDV	Medical Verification	Absent	Excused	NO	YES	Absent with medical verification.
NATP	Non-Attendance Period	Present	Excused	YES	NO	Non-attendance period (student testing)
NURS	Nurse	Absent	Exempt	YES	NO	Student with school nurse

Middle School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
OTHR	Other - Personal Unexcused	Absent	Unexcused	NO	YES	Unacceptable reason with a note from the parent/guardian {considered a truancy by the state} – (going to work with parent or other family member, vacations, babysitting, under the influence of alcohol or drugs, personal problems, parties, shopping, waiting for the service or repair people to come, any other reasons NOT included in Education Code sections 460
PERS	Personal	Absent	Excused	NO	YES	Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
SUS	Suspension	Absent	Excused	NO	NO	Suspension – Education Code Section 48900-48925: Suspension absence is granted when school administrators suspend a student in order to improve his/her behavior, or for the protection of other students and or school property.
TSUS	Teacher/Class Period Suspension	Present	Excused	YES	NO	Used when the behavior resolution of Teacher/Class Suspension is assigned
T>30	Tardy > 30 min	Tardy	Unexcused	YES	NO	Truant tardies – Education Code section 48260: Tardies, in excess of 30 minutes, without valid excuse, on any three school days within a school year is considered a truancy.
TRDY	Tardy < 30 min	Tardy	Excused	YES	NO	Tardies which are LESS than 30 minutes on any given school day.
TRNT	Truant	Absent	Unexcused	NO	YES	Truant absences – Absent without consent or knowledge of the parent(s)/guardians(s).
UNV	Unverified - Incomplete	Absent	Unexcused	NO	YES	Unverified absence – Absences, which have NOT been cleared by any means (considered truanies by the courts).
VP	Verified Present	Present	Excused	YES	NO	Verified Present: Student who has been verified present; used to clear out the attendance mark that was made in error - used in conjunction with the <u>Single Period Attendance</u> report
VT	Verified Tardy	Tardy	Excused	YES	NO	Verified Tardy: Student verified tardy - used in conjunction with the <u>Single Period Attendance</u> report.
XTRA	Extracurricular	Absent	Exempt	YES	NO	Extracurricular Activity – i.e. debate team, football game, field trips, school testing, other school related activity (counts as present)

High School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
ADAR	ADA Recovery	Present	Excused	YES	NO	Used by District Office ONLY for schools participating in Saturday School with EdLink
ADMN	Principal/Vice Principal	Absent	Exempt	YES	NO	Student with the school administration (Principal, VP)
COUN	Counselor	Absent	Exempt	YES	NO	Student with school counselor or outside counselor (i.e., LaFamilia, CSUS, Interns, etc.)
CSUS	On Campus Suspension	Present	Excused	YES	NO	On Campus Suspension is used with the behavior resolution In House Suspension <u>ONLY</u>
DLEX	Distance Learning Office Excused	Absent	Excused	NO	YES	Distance Learning - ANY excused absence
DLHE	Distance Learning Health	Absent	Excused	NO	YES	Distance Learning - Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
DLPN	Distance Learning Personal	Absent	Excused	NO	YES	Distance Learning - Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
DLUO	Distance Learning Office Unexcused	Absent	Unexcused	NO	YES	Distance Learning - Office entered Unexcused reason for absence: no contact, truant, other, etc.
DLUX	Distance Learning Unexcused	Absent	Unexcused	NO	YES	Unverified absence – Absences, which have NOT been cleared by any means (considered trancies by the courts).
DLVP	Distance Learning Verified Participation	Absent	Present	NO	YES	Verified Present: Student who has been verified present; used to clear out the attendance mark that was made in error - used in conjunction with the Single Period Attendance report
GRAD	Senior Activities	Absent	Exempt	YES	NO	Used to indicate seniors have been excused from school prior to last day of school
HLTH	Health	Absent	Excused	NO	YES	Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
ISC	Independent Study - Complete	Present	Exempt	YES	NO	Completed Work IS (Independent Study Only)
ISN	Independent Study - Incomplete	Absent	Unexcused	NO	NO	Incomplete Work IS (Independent Study Only)
LATE	Excused Tardy > 30 min	Tardy	Excused	YES	NO	Excused Tardy > 30min- tardies greater than 30 minutes (i.e. student late with a doctor's/dentist appointment note). A note from a parent is NOT acceptable.
MEDV	Medical Verification	Absent	Excused	NO	YES	Absent with medical verification.
NATP	Non-Attendance Period	Present	Excused	YES	NO	Non-attendance period (student testing)

High School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
NURS	Nurse	Absent	Exempt	YES	NO	Student with school nurse
OTHR	Other - Personal Unexcused	Absent	Unexcused	NO	YES	Unacceptable reason with a note from the parent/guardian {considered a truancy by the state} – (going to work with parent or other family member, vacations, babysitting, under the influence of alcohol or drugs, personal problems, parties, shopping, waiting for the service or repair people to come, any other reasons NOT included in Education Code sections 460
PERS	Personal	Absent	Excused	NO	YES	Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
SUS	Suspension	Absent	Excused	NO	NO	Suspension – Education Code Section 48900-48925: Suspension absence is granted when school administrators suspend a student in order to improve his/her behavior, or for the protection of other students and or school property.
TSUS	Teacher/Class Period Suspension	Present	Excused	YES	NO	Used when the behavior resolution of Teacher/Class Suspension is assigned
T>30	Tardy > 30 min	Tardy	Unexcused	YES	NO	Truant tardies – Education Code section 48260: Tardies, in excess of 30 minutes, without valid excuse, on any three school days within a school year is considered a truancy.
TRDY	Tardy < 30 min	Tardy	Excused	YES	NO	Tardies which are LESS than 30 minutes on any given school day.
TRNT	Truant	Absent	Unexcused	NO	YES	Truant absences – Absent without consent or knowledge of the parent(s)/guardians(s).
UNV	Unverified - Incomplete	Absent	Unexcused	NO	YES	Unverified absence – Absences, which have NOT been cleared by any means (considered trancies by the courts).
VP	Verified Present	Present	Excused	YES	NO	Verified Present: Student who has been verified present; used to clear out the attendance mark that was made in error - used in conjunction with the <u>Single Period Attendance</u> report
VT	Verified Tardy	Tardy	Excused	YES	NO	Verified Tardy: Student verified tardy - used in conjunction with the <u>Single Period Attendance</u> report.
WBCV	College Visit	Absent	Exempt	YES	NO	Used to document a college/school visit supervised by school personnel
WBLG	Guest Speaker	Absent	Exempt	YES	NO	Used to document a guest speaker work-based learning experience supervised by school personnel

High School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
WBLI	Internship	Absent	Exempt	YES	NO	Used to document an internship work-based learning experience by school personnel
WBLS	Job Shadow	Absent	Exempt	YES	NO	Used to document a job shadow work-based learning experience supervised by school personnel
XTRA	Extracurricular	Absent	Exempt	YES	NO	Extracurricular Activity – i.e. debate team, football game, field trips, school testing, other school related activity (counts as present)



CONTACT INFORMATION

We are here to help! Please reach out to us if you need support.

Student Attendance and Engagement Team • (916) 643-2121

Ken McPeters, Director III • 916-643-7941 Ken-McPeters@scusd.edu

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Joseph Pickar, Child Welfare & Attendance Specialist • 916-643-2171 Joseph-Pickar@scusd.edu

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Internal Audit

Karen Wiker • 916-643-7975 WikerK@scusd.edu

Technology Services

Rhonda Rode, Director • 916-643-7430 Rhonda-Rode@scusd.edu

Budget Services

Adriana Avitia, Fund Specialist • 916-643-7868 Adriana-Avitia@scusd.edu

Tiffany Snowdon, Fund Specialist • 916-643-7852 Tiffany-Snowdon@scusd.edu

SCUSD Distance Learning Website

This page will be updated as information and resources become available. Please check back frequently for updates.

<https://learn.scusd.edu>



DISTANCE LEARNING ABSENCE PROCESS

SCUSD Tiered Reengagement Strategies

The following outlines SCUSD's process for handling all absences/non-participation on both in-person days and Distance Learning days during the 2020-2021 school year. After a specified number of absences, the sequence of actions taken to improve attendance/engagement moves from outreach to letters, parent phone meetings, home check-ins and ultimately an Engagement Support Plan. These actions are intended to assist the family in removing barriers to good school attendance, participation in distance learning and engagement. All interventions must be documented in IC counseling log and/or EIS per Ed code.

Initial Outreach (Tier I and II)

1st Absence	Calls/Texts/Emails home about absence <i>Elementary 1st Absence – 1 absent day</i> <i>Middle/High 1st Absence – 1 absent period</i> Parent/Guardian Actions: Contact the school to discuss the absence/request support
2nd Absence	Personalized absence call- Staff calls/texts home about absence <i>Elementary 2nd Absence – 1 additional absent day</i> <i>Middle/High 2nd Absence – 2 whole day absences</i> Parent/Guardian Actions: Contact the school to discuss the absence/request support
3rd Absence	Administrator/ Student Support Staff/ Counselor calls home about absence <i>Elementary 3rd Absence – 1 additional absent day</i> <i>Middle/High 3rd Absence – 3 whole day absences</i> Parent/Guardian Actions: Contact the school to discuss the absence/request support
4th Absence	Informal Attendance Letter sent home <i>Elementary 4th Absence – 1 additional absent day</i> <i>Middle/High 4th Absence – 4 whole day absences</i> School Actions: Continue to contact parent/guardian and work with them to set goals and provide support and/or resources to improve the student's attendance. Refer to Support Services (SSC/Connect Center) as needed Parent/Guardian Actions: Contact the school to discuss the absence/request support
5th Absence	Attendance Meeting scheduled via phone call <i>Elementary 5th Absence – 1 additional absent day</i> <i>Middle/High 5th Absence – 5 whole day absences</i> School Actions: Contact parent/guardian to assess needs and schedule Attendance Improvement meeting. Letter and email sent with meeting time and link Parent/Guardian Actions: Contact the school to discuss absence/request support. Attend Attendance Improvement meeting once scheduled.
6th Absence or missing 3 days in a week (whichever comes first)	ESP Meeting scheduled [Education Code 43504] School Actions: Contact parent/guardian via telephone to schedule ESP meeting. Parent/Guardian Actions: Contact the school to clear the absence/request support. Attend ESP meeting scheduled.

Engagement Support Plan Meeting (Tier III)

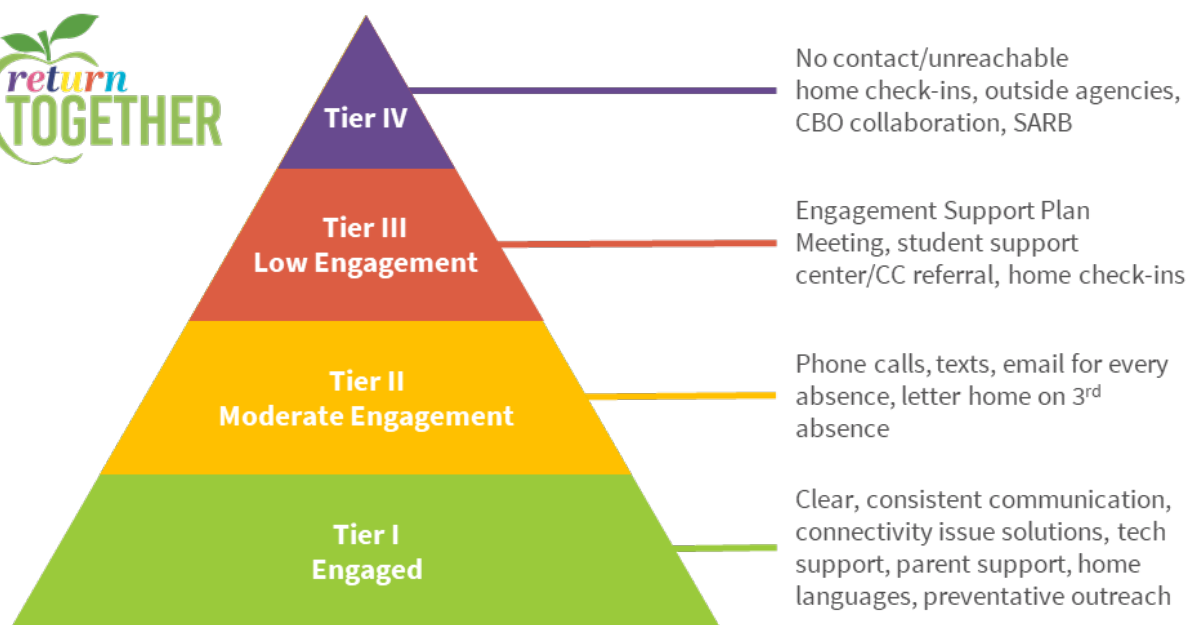
Attendance does not improve

ESP meeting held via zoom or during Home Check-in

At the meeting, the school and parent/guardian review an agreement to improve student attendance, set goals and strategies, and provide support. If parent/guardian does not attend, the school administrator still initiates, signs, and mails home the completed plan. An attendance concerns flag is also entered in Infinite Campus upon completion. The plan is valid for the remainder of the school year.

Site will schedule a 30 day follow up meeting to check progress.

Supporting Students through MTSS



Expand data analysis to include **prior to COVID-19 chronic absence** and **student engagement in spring distance learning** in order to begin targeted interventions prior to the start of the school year.



ENSURING CONNECTION TO DISTANCE LEARNING

Computers

Currently 40% of students and 49% of district households have a district-provided computer to access distance learning. The district has committed to providing a computer to every student who needs one. Many of our students have indicated they already have a computer at home.

- The district will assess connectivity needs on an on-going basis.
 - Survey
 - Site staff outreach
- School sites and the Attendance and Engagement Office will continue to provide Chromebooks to students and families who need one.

Internet Access

SCUSD launched an exciting new initiative called [Sac City Kids Connect](#), which will provide eligible families with [free internet access at home](#) for six months. Sac City Kids Connect will provide families with six months of free home internet through Comcast's Internet Essentials program. Qualifying families will be provided a unique code to sign up for the program, through December 31, 2020. Families may qualify if they:

- Are eligible for public assistance programs such as the National School Lunch Program, Housing Assistance, Medicaid, SNAP, SSI, and others.
- Live in an area where Comcast Internet Service is available.
- Are not an existing Xfinity Internet customer and have not subscribed to Comcast Internet within the last 90 days. Please note that Sac City Unified families who signed up for Internet Essentials after March 16 can convert to a free Sac City Kids Connect account for a period of six months from the beginning of their current contract date.
- **Hot Spots** Sac City Unified is issuing hot spots to families in need of internet who are not eligible for the Sac City Kids Connect Program. This is determined on a case by case basis based on the following criteria:
 - Experiencing homelessness
 - Do not qualify for the Internet Essentials Program through Comcast
 - 3 or more students in the home (bandwidth issues)
 - Other extenuating circumstances assessed on a case by case basis. Some examples:
 - Travelling students
 - Students staying elsewhere due to childcare, quarantine, etc.



CONVERSATION GUIDE FOR ENGAGEMENT OUTREACH

Introduction

The following guidelines were developed to ensure important information is captured when contacting students/families. With these guidelines, we are attempting to 1) maintain communication and build relationships around academics and learning, 2) ensure our students are safe and accounted for in this difficult time, and 3) identify students who may need support outside of academics.

Step 1) Confirm student's information

Step 2) Confirm contact information

- Telephone number(s)
- Email address(es)
- Address
- Emergency contacts

Step 3) Is the student participating in Distance Learning?

Step 4) Does the student and/or family have any of the following needs?

- Technology assistance
 - Computer
 - Internet
 - Log in information
- Emotional support
- Health concerns
- Food/Basic needs

If yes, a referral should be made following your standard site protocol during the regular school year:

Technology Assistance

District Help Desk • 916-643-9445 or support@scusd.edu

Emotional Support | Health Concerns | Food/Basic Needs | Other

[District-wide Connect Center](#) or your school site [Student Support Center](#)

[SCUSD Youth Mental Health Resources: Sacramento County](#)

[Be HERE Attendance Resource Guide](#)

[Foster Youth Services](#): Aliya Holmes, Coordinator II • 916-752-3579

[Homeless Services](#): Monica McRho, Coordinator • 916-295-7292

Step 5) Does the family need to reach the teacher or principal?



Date:

Dear Parent/Guardian of _____,

We understand that this has been a difficult year and distance learning is new to everyone. **We are here to help!**

Our records indicate that your child, has not participated/attended _____ days or _____ periods this school year.

Students must log in to Clever and/or their Google Classroom each day to participate in distance learning. If your student is unable to log in, submit assignments or communicate with their teacher on a school day, they will be marked absent.

We realize some absences are unavoidable. If your student is going to be absent, even during distance learning, families must report the absence to the school.

Let us know how we can best support you and your child to improve _____ participation in distance learning. We want your child to be successful in school, and ultimately in life! If you have any questions or need more support, please call _____.

Sincerely,

Date

cc: Cumulative Folder/



Date:

Dear Parent/Guardian of _____,

We understand that this has been a difficult year and distance learning is new to everyone. **We are here to help!**

Our records indicate that your child, has not participated/attended _____ days or _____ periods this school year.

Students must log in to their Google Classroom each day to participate in distance learning. If your student is unable to log in, submit assignments or communicate with their teacher on a school day, they will be marked absent.

We realize some absences are unavoidable. If your student is going to be absent, even during distance learning, families must report the absence to the school.

Let us know how we can best support you and your child to improve _____ participation in distance learning. We want your child to be successful in school, and ultimately in life! If you have any questions or need more support, please call _____.

Sincerely,

Date

Date

cc: Cumulative Folder/



Engagement Support Plan (ESP) | Student & Parent/Guardian Plan

Meeting Date: _____ **Your child has not participated in _____ days/periods of school this school year.**
We believe your child will benefit from your support and the services offered by this team to help them attend school on time every day.

Updated Contact Information

Student's Name:	ID Number:	DOB:	Grade:
Student's Address, City, State Zip: <input type="checkbox"/> Same all year			
Parent/Guardian's Name:	Home Phone	Cell Phone	Work Phone
Parent/Guardian's Address, City, State Zip:			
Parent/Guardian's Name:	Home Phone	Cell Phone	Work Phone
Parent/Guardian's Address, City, State Zip:			
Emergency Contact's Name:	Home Phone	Cell Phone	Work Phone
Emergency Contact's Address, City, State Zip:			

Connectivity

Student has access to device for distance learning each day. Yes No

Family has access to reliable internet. Yes No If no, provided? Wifi code ☐ Hot Spot ☐

Other Barriers to Participation

Reasons for student's absences:	Interventions prior to ESP Meeting:	New interventions as a result of ESP Meeting:
My student is absent because...		

Attendance Staff Designee	Date	Print Name/School/Title
Administrator	Date	Print Name/School/Title



Engagement Support Plan (ESP) | Student & Parent/Guardian Plan (continued)

Support services and directives designed to address trancies and absences:

☐ Attend Parenting Classes/Parenting Program offered at: _____ starting on: _____

☐ Learning Pod (if available) at home school, starting on: _____ until: _____

☐ Appointment with School Counselor: _____ at: _____ on: _____
to address: _____

☐ Appointment with Social Worker: _____ at: _____ on: _____
to address: _____

☐ Regarding bullying: _____

☐ Alternative Education as follows: _____

☐ Alternative School Placement as follows: _____

☐ Attend IEP meeting at: _____ on: _____

☐ Attend health-related 504 meeting at: _____ on: _____

☐ A.M./P.M. routine plan: _____

☐ Family to make appointment with district nurse: _____ at: _____ starting on: _____

☐ Free meal program: _____

☐ Clothing provided: _____

☐ School supplies provided: _____

☐ Parent referred to counseling: _____

☐ Parent referred to County Mental Health at: _____

☐ Additional services requested by parents/guardians: _____

☐ Other services offered: _____

☐ Other services offered: _____

☐ Other services offered: _____

Additional Notes & Comments:

cc: Cumulative Folder/



Engagement Support Plan (ESP) | Student & Parent/Guardian Plan

Meeting Date: _____ **Your child has not participated in _____ days/periods of school this school year.**
We believe your child will benefit from your support and the services offered by this team to help them attend school on time every day.

Updated Contact Information

Student's Name:	ID Number:	DOB:	Grade:
Student's Address, City, State Zip: <input type="checkbox"/> Same all year			
Parent/Guardian's Name:	Home Phone	Cell Phone	Work Phone
Parent/Guardian's Address, City, State Zip:			
Parent/Guardian's Name:	Home Phone	Cell Phone	Work Phone
Parent/Guardian's Address, City, State Zip:			
Emergency Contact's Name:	Home Phone	Cell Phone	Work Phone
Emergency Contact's Address, City, State Zip:			

Connectivity

Student has access to device for distance learning each day. Yes No

Family has access to reliable internet. Yes No If no, provided? Wifi code ☐ Hot Spot ☐

Other Barriers to Participation

Reasons for student's absences:	Interventions prior to ESP Meeting:	New interventions as a result of ESP Meeting:
My student is absent because...		

Attendance Staff Designee	Date	Print Name/School/Title
Administrator	Date	Print Name/School/Title



Engagement Support Plan (ESP) | Student & Parent/Guardian Plan (continued)

Support services and directives designed to address trancies and absences:

- ☐ Appointment with School Counselor: _____ at: _____ on: _____
to address: _____
- ☐ Regarding bullying: _____
- ☐ Alternative Education as follows: _____
- ☐ Alternative School Placement as follows: _____
- ☐ Attend IEP meeting at: _____ on: _____
- ☐ Attend health-related 504 meeting at: _____ on: _____
- ☐ A.M./P.M. routine plan: _____
- ☐ Family to make appointment with district nurse: _____ at: _____ starting on: _____
- ☐ Free meal program: _____
- ☐ Clothing provided: _____
- ☐ School supplies provided: _____
- ☐ Parent referred to counseling: _____
- ☐ Parent referred to County Mental Health at: _____
- ☐ Additional services requested by parents/guardians: _____
- ☐ Other services offered: _____
- ☐ Other services offered: _____
- ☐ Other services offered: _____

Additional Notes & Comments:

cc: Cumulative Folder/



GUIDELINES FOR ESSENTIAL HOME CHECK-INS

Introduction

The following guidelines were developed to keep staff and families safe should a home check-in be essential.

Essential Home Check-ins

Scenarios in which staff may need to go out into the community for an essential home check-in may include, but are not limited to:

- Establishing contact with a family
- Checking on the wellbeing of a student
- Communicating information
- Delivering or picking-up items

Standard Precautions

Staff are encouraged to follow these recommendations to reduce the risk of exposure to COVID-19 for themselves and families in the community. For additional information consult your school nurse or the SCUSD Health Services Department.

- Do not leave the house if you are sick (fever, cough, shortness of breath, etc.).
- Wear a face covering at all times – Any type that covers the mouth and nose. A surgical or N95 mask is not necessary.
- Wash or sanitize your hands frequently.
- Use cough/sneeze etiquette.
- Maintain 6 or more feet distance between people.

Handling of Face Coverings

- Use a freshly laundered or clean face covering for each onsite visit.
- Clean your hands with soap and water or hand sanitizer before touching the face covering.
- Apply your face covering before coming onto the worksite.
- Remove your face covering after leaving the worksite.
- Avoid eating or drinking while wearing the face covering.

Removing a Face Covering⁴:

- Wash your hands with soap and water or use hand sanitizer before touching the face covering. Avoid touching the front of the covering, which is contaminated.
- Follow the instructions below for the type of covering you are using:
 - **Face covering with ear loops:** Hold both ear loops and gently lift and remove the covering.
 - **Face covering with ties:** Untie the bottom bow first then untie the top bow and pull the covering away from you as the ties are loosened.
 - **Face covering with bands:** Lift the bottom strap over your headfirst then pull the top strap over your head.

Removing a Face Covering (continued)

- Throw any disposable masks in a waste container.
- Place your reusable face covering in a plastic or paper bag until you arrive home. Wash by hand with warm water and soap or in the washing machine.³
- Wash your hands with soap and water or use hand sanitizer.

Home Check-in Scenario

1. If a phone number is valid, leave a voicemail or text advising when a home check-in is planned (day/time frame), including the purpose of the visit.
2. In the interest of safety, notify your supervisor of your plan. Staff are required to travel in pairs (at minimum) for home check-ins for safety reasons.
3. Staff should drive in separate cars unless they are part of the same household.
4. When arriving at the home, attempt phone contact again. If no answer, proceed with the home check-in.
5. Put on your face covering.
6. Knock on the door, then move back 6 feet per physical distancing recommendations.
7. While at the door with face covering on, announce loudly who the visitor is and which school they are affiliated with.
 - a. For example: "Hello, this is (Name of Visitor(s), Title, from school name, I was hoping to speak with the parent/guardian of student name, the topic, (drop off materials, etc.).
8. Do not enter the home, if invited. Stay outside for the safety of all involved in the visit.
9. Keep your conversations short. Arrange for follow up via phone, text, zoom, etc.
10. Place anything received into an envelope or bag.
11. If no one answers, leave a business card at the door with return call, text, or email information.
12. Upon returning to the car, use hand sanitizer, if available. Sanitize any items received and personal items, as necessary. Remove the face covering appropriately by placing the covering into a paper bag, if available. Sanitize your hands once again.

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For comprehensive information about how the school district is managing response to the COVID-19 school closures, please visit the SCUSD website at <https://www.scusd.edu/covid-19>.



WEEKLY ENGAGEMENT LOG: TEACHER INSTRUCTIONS

Note: Check to see if you have Adobe Acrobat Reader or Adobe Acrobat Pro installed on your computer. To do that look in the Start Menu on a PC and in the Launchpad on a Mac. If you have one of those programs installed, skip to Step 2.

Step 1: Install Adobe Acrobat Reader on your Computer

1. Click this link to download the installer for Adobe Acrobat Reader: <https://get2.adobe.com/reader/>
2. PC Users: UNCHECK all the offers in the middle column. (Mac users should not have any offers)

A screenshot of the Adobe Acrobat Reader download page. It features a red vertical bar on the left. The main content area is light blue and contains the following sections:

- OPTIONAL OFFERS**
- McAfee** logo
- ☐ Yes, install the free **McAfee Security Scan Plus** utility to check the status of my PC security. It will not modify existing antivirus program or PC settings. [Learn more](#)
- ☐ Yes, install **McAfee Safe Connect** to keep my online activities and personal info private and secure with a single tap. [Learn more](#)
- GET MORE OUT OF ADOBE:**
- ☐ **Install the Acrobat Reader Chrome Extension**
- By checking the above, I agree to the automatic installation of updates for Acrobat Reader Chrome Extension
- [Learn more](#)

3. Click on the Download Adobe Acrobat Reader DC button



4. Follow the instructions to install the program on your computer. Please call the Technology Services Help Desk 916-643-9445 if you have any issues.

Step 2: Download and Save the Weekly Engagement Log

1. Click on the file for your grade level:
 - [Weekly Engagement Log - Primary](#)
 - [Weekly Engagement Log - Secondary](#)
2. Click the download icon in the upper right of the window



3. The files will download into your downloads folder
4. Once the file has downloaded, save the document as “Weekly Engagement Log - Primary Template” or “Weekly Engagement Log - Secondary Template”

Note: This will be your master document and you will use this template on a weekly basis to report the log for the week.

Step 3: Fill out the Weekly Engagement Log Using the Adobe Acrobat

1. Open the Template file by clicking on the saved file. It should open in Acrobat Reader.
 - a. **Mac Users:** You may need to follow these steps to open the file in Adobe Acrobat Reader instead of Apple Preview:
 - i. Right click or two finger click on the file
 - ii. Hover over “Open With”
 - iii. Select [Adobe Acrobat Reader](#) from the list
2. Once the file opens, click on “File” in Adobe Acrobat Reader
3. Select “Save As”
4. Choose a location to save the file by clicking that location (Hint: be sure you know how to get to that location)
5. Save the file with this file name “[YYYYMMDD] - Engagement log for [your name]”
 - a. Use the date for Monday of the week you are reporting as the date
 - b. i.e. 20210301 - Engagement log for Maria Garcia
 - c. Double check the selected location before you click the “Save” button
6. While the file is open in Acrobat, fill out the blue boxes for each entry with the required information

Note: Do not sign the form until it is completely filled out for the whole week. Once you sign, the file will register any changes in what has been saved and invalidate the signature. You will be prompted to save the file at the end of the next step

Step 4: Sign and Send the Completed Weekly Engagement Log

1. When you have filled out the file completely for the week, click on the signature line, with the small red banner
2. You will be asked to create a digital signature
3. Follow the instructions on the screen to create a digital signature, or use the one you have previously saved
 - a. Be sure that it is your identity with which you sign
4. You will be prompted to save the form during the signature process (Hint: Be sure you know how to get to the location in which you choose to save the file)
5. Attach the file in an email to the identified collector at your school
 - a. Contact your school office for the name and the contact information for the collector at your school

Note: Follow Step 3 and Step 4 on a weekly basis.

Weekly Engagement Log | Instructions Education Code (EC) 43504

For distance learning, the minimum instructional day consists of 180 instructional minutes for transitional kindergarten and kindergarten, 230 instructional minutes for grades one through three, 240 instructional minutes for all other grade levels, 180 minutes for students enrolled in continuation high school, and for students concurrently enrolled at least part time in a community college, University of California, or California State University, and shall be based on the time value of assignments as determined, and certified to, by a certificated employee (EC sections 43501 and 43502).

Each LEA shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments (EC Section 43504(e)). This will be recorded in our Student Information System, Infinite Campus.

Each LEA shall document daily participation in Infinite Campus for each student on each instructional day for each scheduled period, in whole or in part, for which distance learning is provided. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the LEA and students or parents or guardians. (EC Section 43504(d)).

Class Information

School Site: Enter the school site name.

Month of: Enter the school month.

Week of: Enter the weekly date range for which assignments are made and participation was verified.

Certificated Employee: Enter the name of the certificated employee/teacher.

Grade Level/Class Title/Period(s): Enter the grade level (elementary) or class title and period(s) (secondary).

Weekly Assignments

Day of Week: Enter the date within the weekly range. Enter the class period(s) if applicable. If no instruction was provided, select the box next to No School.

Number of Instructional Minutes: Enter the number of instructional minutes that were synchronous and/or asynchronous.

Assigned Work: List student assignments/assessments for each instructional day.

Instructional Delivery Method (Full/Partial Day): Indicate if the instruction/assignments were delivered in-person, synchronous or asynchronous and if full or partial day. If full day is marked, only one instructional/assignment delivery method should be identified. If partial day is marked, more than one instructional/assignment delivery method may be selected.

Certification

Total Instructional Minutes: Enter the total number of instructional minutes per class period per week being certified (secondary only).

Teacher's Name: Print the name of the teacher certifying the log.

Teacher's Signature: The teacher certifying the log must sign this section. Certification should include a signature consistent with the approved attendance process in place. Either print and provide a "wet signature" or use the approved Adobe "fill and sign" e-signature process.

Date: Enter the date that the log is signed.

Weekly Engagement Log | Primary Education Code (EC) 43504

Class Information

School Site: _____

Month of: _____

Certificated Employee: _____

Week of: _____

Grade Level: _____

Weekly Assignments

Day of Week	Number of Instructional Minutes	Assigned Work	Instructional Delivery Method (Full/Partial Day)
Monday: No School: <input type="checkbox"/>	Synchronous: Asynchronous:		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Tuesday: No School: <input type="checkbox"/>	Synchronous: Asynchronous:		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Wednesday: No School: <input type="checkbox"/>	Synchronous: Asynchronous:		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Thursday: No School: <input type="checkbox"/>	Synchronous: Asynchronous:		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Friday: No School: <input type="checkbox"/>	Synchronous: Asynchronous:		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>

Certification

I hereby certify that the information contained on this record is accurate and correct and that daily participation, including absences was verified for each student in my class and recorded in Infinite Campus.

Total Instructional Minutes for the week: _____

Teacher's Name: _____ Teacher's Signature: _____ Date: _____

Weekly Engagement Log | Secondary Education Code (EC) 43504

Class Information			
School Site: _____			
Month of: _____		Certificated Employee: _____	
Week of: _____		Class Title: _____	Period(s): _____
Weekly Assignments			
Day of Week	Number of Instructional Minutes	Assigned Work	Instructional Delivery Method (Full/Partial Day)
Monday:	Synch per class: _____ Asynch per class: _____		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Period(s): _____			
No School: <input type="checkbox"/>			
Tuesday:	Synch per class: _____ Asynch per class: _____		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Period(s): _____			
No School: <input type="checkbox"/>			
Wednesday:	Synch per class: _____ Asynch per class: _____		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Period(s): _____			
No School: <input type="checkbox"/>			
Thursday:	Synch per class: _____ Asynch per class: _____		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Period(s): _____			
No School: <input type="checkbox"/>			
Friday:	Synch per class: _____ Asynch per class: _____		In-person: Full <input type="checkbox"/> Part <input type="checkbox"/> Synch: Full <input type="checkbox"/> Part <input type="checkbox"/> Asynch: Full <input type="checkbox"/> Part <input type="checkbox"/>
Period(s): _____			
No School: <input type="checkbox"/>			
Certification			

I hereby certify that the information contained on this record is accurate and correct and that daily participation, including absences was verified for each student in my class and recorded in Infinite Campus.

Total Instructional Minutes for the week per class: _____

Teacher's Name: _____ Teacher's Signature: _____ Date: _____



WEEKLY ENGAGEMENT LOG: FAQs

How do I meet the requirement to certify attendance/participation on the Weekly Engagement Log?

Review and confirm Participation Attendance in Infinite Campus when you sign and certify the weekly engagement log. Update any participation that is inaccurate in Infinite Campus.

If I teach multiple classes of the same course (i.e. Math 7, periods 1, 3, 4) do I need to complete a separate form for each class period?

NO! As long as all of the classes are doing the same work/assignments and are working at the same pace you can use one form, just list the period numbers at the top and in the day boxes. (i.e. period 1 and 5 would meet M/T/TH and 4 would meet M/W/F. The total amount of minutes per week should be the total minutes for one class. Typically- 200 minutes per class.

If I teach live synchronous instruction for ____ minutes on any given day, how many asynchronous minutes am I responsible for certifying?

There are 240 minimum instructional minutes per day (generally - please confirm for your grade level). Divide that by the number of regularly (not extra periods like 0 or 7) assigned classes that day to determine how much time you are responsible for providing instruction synchronously and asynchronously. For example, on Mondays all six periods are scheduled, divide 240 by 6 = 40 minutes that each teacher must certify. If you meet on zoom for 30 minutes, you would assign 10 minutes of asynchronous work.

How do I submit a “wet signature” form if I am working remotely?

Sign the form and scan or take a photo and send in the completed form each week. Retain the original and submit it when you are on campus eventually or mail to the site.

How can sites retain all the logs?

School sites can collect and keep all completed forms in a hard copy folder on site with other auditable attendance data. Sites can also create an online Google Folder to store the forms.

How many minutes go in section C?

Elementary= # of total instructional minutes per day x # of school days minus any “prep” time, i.e. PE, music, art, etc.

$240 \times 5 = 1200 - 90 = 1110$ mins per week

Secondary= sum of instructional minutes per day that you are responsible for providing. Typically- 40 mins on Monday and 80 mins 2 x per week= 200 total mins per class.



Hnub Tim:

Nyob Zoo Txog Tus Niamtxiv/Tus Saibxyuas ntawm _____,

Peb to taub tias nws yog ib xyoo uas nyuaj thiab kev kawm ntawv distance learning yog ib yam tshiab rau txhua tus.

Peb nyob ntawm nov los pab koj!

Peb cov ntaub ntawv sau tseg qhia tias koj tus menyuam, tsis tau mus koom/kawm ntawv _____ hnub rau lub xyoo kawm ntawv no.

Cov tub/ntxhais kawm ntawv yuav tsum nkag mus rau hauv Clever thiab/lossis lawv chav kawm Google Classroom txhua hnub los koom rau kev kawm ntawv distance learning. Yog tias koj tus menyuam nkag tsis tau, xa tsis tau cov ntawv assignments lossis txuas lus tsis tau nrog lawv tus xibfwb rau hnub kawm ntawv, lawv yuav raug muab sau cia tias qhaj ntawv.

Peb paub tias qee qhov kev qhaj ntawv yuav cheem tsis tau yog tias koj tus menyuam yuav qhaj ntawv, txawm tias thaum kawm ntawv distance learning xwb los, tsev neeg yuav tsum tau qhia rau tsev kawm ntawv paub txog qhov kev qhaj ntawv.

Qhia rau peb paub kom peb thiaj li yuav paub pab txhawb koj thiab koj tus menyuam los txhim kho nws li kev koomtes rau hauv kev kawm ntawv distance learning. Peb xav kom koj tus menyuam ua tau zoo nyob hauv kev kawm ntawv, thiab qhov kawg yog nyob hauv nws lub neej. Yog koj muaj lus nug lossis xav tau kev pab txhawb ntxiv, thov hu rau _____.

Sau Npe,

Hnub Tim

cc: Cumulative Folder/



Fecha:

Estimado padre/tutor de _____,

Comprendemos que este ha sido un año difícil y la educación a distancia es algo nuevo para todos. **¡Estamos aquí para ayudarle!**

Nuestros registros indican que su hijo/a, no ha participado/asistido _____ días este año escolar.

Los estudiantes deben ingresar a Clever y/o su Google Classroom todos los días para participar en el aprendizaje a distancia. Si su estudiante no puede ingresar a la sesión, enviar las tareas o comunicarse con su maestro en un día escolar, él/ella será marcado como ausente.

Sabemos que algunas ausencias son inevitables. Si su estudiante va a estar ausente, incluso durante el aprendizaje a distancia, las familias deben avisar a la escuela sobre la ausencia.

Háganos saber cómo podemos ayudarle mejor a usted y a su hijo/a para mejorar su participación en el aprendizaje a distancia. ¡Nosotros queremos que su hijo/a tenga éxito en la escuela y, finalmente, en la vida! Si tiene alguna pregunta o necesita más ayuda, por favor llame al _____.

Atentamente,

Fecha

cc: Cumulative Folder/

Kev Koomtes Pab Txhawb (Engagement Support Plan (ESP)) |

Tub/Ntxhais Kawm Ntawv & Niamtxiv/Tus Saibxyuas Txoj Kev Npaj

Hnub Yuav Sib Tham: _____ **Koj tus menyuam tsis tau koomtes rau** _____ **hnub kawm ntawv/hoob kawm rau lub xyoo kawm ntawv no. Peb ntseeg tias koj tus menyuam yuav tau txais txiaj ntsim los ntawm koj txoj kev txhawb nqa thiab cov kev pabcuam muab los ntawm pab neeg no los pab rau nws txoj kev tuaj kawm ntawv kom raws sijhawm txhua hnub.**

Cov Ntaub Ntawv Tiv Toj Tshiab			
Menyuam Npe	Tus ID	Hnub Yug	Qib Kawm
Npawb Tsev, Lub Nroog, Tus Zis Khauj (<input type="checkbox"/> Tib yam txhua xyoo)			
Niamtxiv/Tus Saibxyuas Npe	Xov tooj ntawm tsev	Xov tooj ntawm tes	Xov tooj ua haujlwm
Npawb Tsev, Lub Nroog, Tus Zis Khauj			
Niamtxiv/Tus Saibxyuas Npe	Xov tooj ntawm tsev	Xov tooj ntawm tes	Xov tooj ua haujlwm
Npawb Tsev, Lub Nroog, Tus Zis Khauj			
Cov Neeg Tiv Toj Thaum Muaj Xwm Txheej Ceev	Xov tooj ntawm tsev	Xov tooj ntawm tes	Xov tooj ua haujlwm
Npawb Tsev, Lub Nroog, Tus Zis Khauj			

Txuas rau Internet	
Tus tub/ntxhais kawm ntawv nkag mus tau rau kev kawm ntawv distance learning txhua hnub.	Tau Tsis Tau
Tsev neeg muaj internet zoo siv	Muaj Tsis Muaj

Lwm Yam Teebmeem uas Thaiv Kev Koomtes		
Cov laj thawj rau menyuam kev qhaj ntawv:	Cov kev pabcuam ua ntej ESP Rooj Sablaj:	Cov kev pabcuam tshiab los ntawm ESP rooj sablaj:

Tus Neeg Ua Haujlwm Tuaj Koom	Hnub Tim	Sau npe/Tsev Kawm Ntawv/Npe
Cov Thawj Tswj	Hnub Tim	Sau npe/Tsev Kawm Ntawv/Npe

Kev Koomtes Pab Txhawb (Engagement Support Plan (ESP)) | Tub/Ntxhais Kawm Ntawv & Niamtxiv/Tus Saibxyuas Txoj Kev Npaj

Txhawb cov kev pabcuam thiab cov lus qhia tsim los dawm cov kev tsis mus kawm ntawv thiab kev qhaj ntawv:

- ☐ Koom rau Niamtxiv Cov Hoob Kawm/Kev Qhia Niamtxiv muaj thaum: _____ pib rau: _____
- ☐ Kev Kawm Pod program nyob rau ntawm: _____ pib rau: _____ txog thaum: _____
- ☐ Teem caij mus ntsib tus School Counselor: _____ nyob ntawm: _____ rau: _____
hais txog: _____
- ☐ Teem caij mus ntsib tus Social Worker: _____ nyob ntawm: _____ rau: _____
hais txog: _____
- ☐ Hais txog kev thab plaub: _____
- ☐ Lwm yam kev kawm raws li nram no: _____
- ☐ Lwm yam kev tso kawm raws li nram no: _____
- ☐ Mus koom lub rooj sablaj IEP ntawm: _____ rau: _____
- ☐ Mus koom lub rooj sablaj kev noj qab haus huv nrig txog 504 ntawm: _____ rau: _____
- ☐ A.M./P.M. kev npaj txhua zaus: _____
- ☐ Tsev neeg teem caij mus ntsib tus kws saib mob hauv koog tsev kawm ntawv: _____
nyob ntawm: _____ pib rau: _____
- ☐ Lub program pab zaub mov noj dawb: _____
- ☐ Muab khaub ncaws: _____
- ☐ Muab khoom siv kawm ntawv: _____
- ☐ Niamtxiv xa mus rau kev ntuas: _____
- ☐ Niamtxiv xav mus rau County Mental Health ntawm: _____
- ☐ Lwm cov kev pabcuam ntxiv thov los ntawm cov niamtxiv/tus saibxyuas: _____
- ☐ Lwm cov kev pabcuam muab rau: _____
- ☐ Lwm cov kev pabcuam muab rau: _____
- ☐ Lwm cov kev pabcuam muab rau: _____

Cov Lus Sau Cia & Kev Xav Ntxiv

cc: Cumulative Folder/

Plan de Apoyo para la Participación (ESP) | Plan del Estudiante y el Padre/Tutor (continuación)

Servicios de apoyo y directrices diseñadas para abordar las faltas y ausencias injustificadas:

- ☐ Asistir a las clases para padres/programa para padres que se ofrecen en: _____ a partir de: _____
- ☐ Programa de Grupo de Aprendizaje ubicado en: _____ a partir de _____ hasta: _____
- ☐ Cita con el Consejero Escolar: _____ a las: _____ el: _____
para abordar: _____
- ☐ Cita con el Trabajador Social: _____ a las: _____ el: _____
para abordar _____
- ☐ Concerniente a la intimidación escolar o bullying: _____
- ☐ Educación Alternativa como sigue: _____
- ☐ Colocación en Escuela Alternativa como sigue: _____
- ☐ Asistir a la reunión de IEP a las: _____ el: _____
- ☐ Asistir a la reunión del plan 504 relacionado a la salud a las: _____ el: _____
- ☐ Plan de rutina de A.M./P.M.: _____
- ☐ La familia hará una cita con la enfermera del distrito: _____ en: _____ a partir de _____
- ☐ Programa de comidas gratuitas: _____
- ☐ Ropa proporcionada: _____
- ☐ Útiles escolares proporcionados: _____
- ☐ Los padres son remitidos a consejería: _____
- ☐ Los padres son remitidos a Salud Mental del Condado en: _____
- ☐ Servicios adicionales solicitados por los padres/tutores: _____
- ☐ Otros servicios ofrecidos: _____
- ☐ Otros servicios ofrecidos: _____
- ☐ Otros servicios ofrecidos: _____

Notas y Comentarios Adicionales

cc: Cumulative Folder/



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New User Guide for LEAs

The new user guide for LEAs can be found here <https://www.cde.ca.gov/fg/aa/pa/documents/leaoptuserguide.docx> and was developed in recent weeks in close collaboration with our partners in the Association of California School Administrators (ACSA), California Association of School Business Officials (CASBO), the California School Employees Association (CSEA), the California Federation of Teachers (CFT) and the California Teachers Association (CTA).