

II. RECORDING OF ATTENDANCE

M-DCPS will follow established district attendance protocols and procedures as defined in School Board Policy [5200](#) – Attendance.

All absences will initially be recorded as “U” unexcused absences on the Electronic Gradebook and in the DSIS online system. The school will change the status, if appropriate, to “A” excused on receipt of a valid reason for the absence (Page 15, **TYPES OF ABSENCES** for additional information).

Stage I - Instruction and Attendance

On Monday, August 31, 2020, school will begin with M-DCPS students attending school remotely and utilizing the District’s My School Online (MSO) distance learning instructional model, under Stage I. From August 31st, to the end of the Stage I phase, students will attend school online during regular school hours and follow a standard school bell schedule.

The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook at the beginning of the school day for elementary students and during the first block/period for secondary students. Official Daily School Attendance will be exported daily to DSIS. In addition to school attendance, class attendance will be recorded and maintained for all classes assigned using the Gradebook.



My School Online (MSO) is Miami-Dade County Public Schools’ (M-DCPS) distance learning option for those students in grades K-12 who wish to continue their education full-time through innovative learning environments but still maintain their connection to their enrolled schools. It provides an option for those parents who prefer an alternative to face-to-face instruction due to the medical vulnerability of the child or another family member who resides in the same household.

Stage I - Attendance Defined in My School Online (MSO):

While enrolled in My School Online, students are expected to:

- log into live sessions with their teachers each and every scheduled school day,
 - attend online class as scheduled;
 - be prepared to start online classes on time; and
 - demonstrate appropriate digital citizenship behavior while online.
- **MSO SCHOOL ATTENDANCE:** Daily school attendance will be taken every scheduled school day during the students’ first class of the day by his/her classroom teacher. Students are to be counted in attendance to school if they log into the first class of the day or are engaged in a school-approved educational activity which constitutes as part of the instructional program for the student. A student is considered **tardy to school** if the student is not present at the moment the attendance is taken for the first class assigned.

- **MSO CLASS ATTENDANCE:** Students will be counted in attendance to class if they log into their teacher's live sessions. In Elementary level students will log into their teacher's live session at the beginning of the school day and each time they change instructors to be considered in attendance. At the Secondary level (6-12) students will log into their teacher's live session at the beginning of each class period/block. Students must enable the camera function on their computers so that the teacher can identify them and take attendance. Students who log into K12 to do their daily assignments, but **do not** log into the live sessions with their teachers are considered absent to class
- **MSO Tardy:** A student is considered tardy to school if the student is not present at the moment the attendance is taken for the first class assigned. NOTE: If a student is not present when school attendance is taken but is present later in the school day for another assigned class, that student must be considered in attendance, but tardy to school, and the absence should be changed. A student who is tardy should never remain on record as being absent to school.
- **MSO Excused Absence:** My School Online will follow established district attendance policy in regard to excused class absences as defined in School Board policy, 5200 – Attendance. If a student's excuse for being absent doesn't meet the criteria set forth in the school board attendance policy for excused absences, his/her absence will be considered unexcused. (Page 9, **TYPES OF ABSENCES** for additional information).
- **MSO Unexcused Absence:** Any student who has been absent from school will be marked with an **unexcused absence** until the required documentation is received. **Failure to provide the required documentation within *five school days* will result in an unexcused absence.**

Procedures for Parents to Submit and Excuse Admit / Note to School

Absences shall be reported to the student's enrolled school by the parent/legal guardian no later than **five (5) days** from the date of the absence. Parents will have three ways to submit an admit:

- **VIA EMAIL:** The district has developed an email resource mailbox address specific to each school's attendance office. The school's attendance email address will follow the generic email address format XXXXattendance@dadeschools.net where XXXX is the school's unique location code. For example, the attendance email address for a school with location code 4071 will be as follows: 4071attendance@dadeschools.net. Parents can send an email directly to the school's attendance resource mailbox stating the cause for the absence and attach documents. The email must include the Student's full name, MDCPS student seven-digit identification number, date of absence, and the reason for the absence. The email subject line should read "Excused Admit".
- **VIA THE PARENT PORTAL OR MOBILE APP:** A link will be available via the Parent Portal and MDCPS Mobile App for parents to submit admits directly to the school. Through the app, parents will be able to submit attachments and documents.
- **IN-PERSON:** Parents who wish to submit documentation in person, may do so at the school's attendance office.

Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal of the student's school shall have the final authority for determining acceptability of the reason for the absence(s).

For school contact information and location code visit the District's School Directory at <http://www.dadeschools.net/schools/schoolinformation/>