Week 1 - August 31 - September 4

Difference from normal weeks: all students complete the same first week activities

For students to be marked present for the entire week, they will complete multiple activities. Because of time, we did not set them up for the dashboard to track these activities. We do know that students had to complete these activities to connect with you. Teachers will be responsible for marking the Back to School Week attendance based only on the student activity in their classes. For teachers, here is the guidance on activities for your students to be marked present in your classes for the entire week of August 31 - Sept 4s:

<u>**Advisory Classes -**</u>
Students are considered present /perfect attendance in advisory for Back to School Week if they complete 5 activities in their Advisory Canvas:

> Common Activities for all secondary students include:
> - Bundle pickup
> - Watch principal and AP welcome video
> - Student completes accelerator course(s)
> - Student fills out Canvas profile
>   - Student has signed bus rider form, if applicable
>
> Sample optional first week activities that schools/teachers can create an exit ticket/activity for in the Advisory Canvas*:*
> - Guardian/student completes talent release form]
> - Virtual meet and greet with counselors, deans, etc
> - JH/MS TDAP immunization form
> - Partner agency forms - permission slips
> - Guardians get the PS login information and sign up
>
> ***You will have to ask your advisory students if they watched the videos and honor their response for activity period attendance ******

<u>**All courses other than advisory-**</u>
Students are considered present/ perfect attendance for Back to School Week in all non-advisory courses if they complete 1 activity in canvas for the class.

Example of activities for non-advisory classes include:
> - **Logging into Canvas and completing an assignment/task the teacher has created**
> - **Acknowledgement of course syllabus**
> - **Completing a Get to Know you Activity**

- **Completing an exit ticket/activity for attending a live zoom**

Additional activities might include:
- Parents/Guardians and students attending a virtual meet and greet with a teacher
- Attending virtual back to school night if your school held it during the week of August 31 - Sept 4

When to enter attendance:
- Zoom attendance: every day you hold a Zoom call
  - **This is not official attendance**, but is for tracking student engagement. It's no different than what you normally do for in-person attendance. It will give you and your school a consistent way to understand student attendance in live Zooms.
- Regular weekly attendance for official/ADA purposes: Enter attendance for August 31 - September 4 on **Wednesday, September 9** *(grace period through Friday, September 11 if needed)*
  - *As much as you would like to do so, do not enter before Wednesday! Students have until Sunday night to complete activities. You will have a complete data set on Wednesday to review.*

Where to enter attendance:
- PowerSchool

Where do I see the number of completed activities?
- TPS Data Dashboard (Student Activity view available 9/07)

Which days to mark absent based on number of activities completed:

Advisory

Number of activities completed	Percent attendance	Number of days present	Number of unexcused absences	Days marked as absent
5+	100%	5	0	None
4	80%	4	1	Friday, Sept. 4
3	60%	3	2	Friday, Sept. 4; Thursday, Sept. 3
2	40%	2	3	Friday, Sept. 4; Thursday, Sept. 3; Wednesday, Sept. 2

1	20%	1	4	Friday, Sept. 4; Thursday, Sept. 3; Wednesday, Sept. 2; Tuesday, Sept. 1
0	0%	0	5	Friday, Sept. 4; Thursday, Sept. 3; Wednesday, Sept. 2; Tuesday, Sept. 1; Monday, Aug. 31

Non-advisory

Number of activities completed	Percent attendance	Number of days present	Number of unexcused absences	Days marked as absent
1+	100%	5	0	None
0	0%	0	5	Friday, Sept. 4; Thursday, Sept. 3; Wednesday, Sept. 2; Tuesday, Sept. 1; Monday, Aug. 31

Week 2 - September 9 - September 11

Difference from normal weeks: fewer days of instruction due to holidays

When to enter attendance:
- Zoom attendance: every day you hold a Zoom call
  - **This is not official attendance** for ADA (Average Daily Attendance) purposes, but is for tracking student engagement. It's no different than what you normally do for in-person attendance. It will give you and your school a consistent way to understand student attendance in live Zooms.

- Regular weekly attendance for official/ADA purposes: Enter attendance for the week of September 9 - September 11 on **Monday, September 14 - Wednesday, September 16 by 3PM**

- - *As much as you would like to do so, do not enter before Monday! Students have until Sunday night to complete activities. You will have a complete data set on Wednesday to review.*

Where to enter attendance:
- PowerSchool

Where do I see the number of completed activities?
- [TPS Data Dashboard](#) (Student Activity view available 9/07)

Which days to mark absent based on number of activities completed:

All secondary courses

Number of activities completed	Percent attendance	Number of days present	Number of unexcused absences	Days marked as absent
3+	100%	3	0	None
2	67%	2	1	Friday, Sept. 4
1	33%	1	2	Friday, Sept. 4; Thursday, Sept. 3
0	0%	0	3	Friday, Sept. 4; Thursday, Sept. 3; Wednesday, Sept. 2