ST. JOSEPH ACADEMY
(SJA)

Department:	School
Number:	850.13
Effective Date:	8/27/20
Review Date:	7/24/2026
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I. Policy:

It is our policy to follow the Wisconsin Department of Public Instruction guidelines for recording attendance in a remote learning environment.

II. Procedures:

A. Based on official guidance from DPI, SJA will count attendance as one interaction between classroom teacher and assigned student or one completed assignment turned in from that student that day.

B. During Crew Time, attendance is recorded on the Google Sheet titled: *Distance Learning Attendance 2020-2021* & on the Roster Attendance Sheet.
   1. This Google sheet will be used to recognize absences and make phone calls in the morning.
   2. If students are absent during Crew, but connect later during the day, or return work, they will be recorded as present on your Roster Attendance Sheet (This is according to official DPI guidance)
   3. Notes will be recorded on the last column if a student is engaged later on during the day or a parent excuses the student for the day by the Attendance Secretary.

C. At the end of the school day, attendance is recorded on Sycamore, using the Roster Attendance Sheet, and is submitted for the day. Teachers then save the Roster Attendance Sheet.
   1. If at school, teachers return Roster Attendance Sheet to the office.
   2. If teaching from home for the day, teachers scan the sheet and email to the Attendance Secretary

Approved by: _____ Date 7/30/2026
President/CEO