

### **SD 61 Attendance Standards for MyEd BC records**

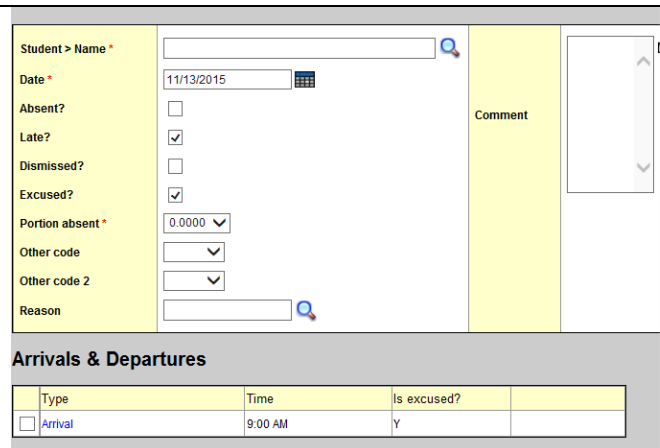
Classifying absences allows us to gather more accurate information to see individual student patterns and define trends.

Attendance records in MyEducation BC are divided into three different types: Absent, Late and Dismiss.

<b>Absent excused</b>	When a student is away from school with an excused absence it must be recorded with the reason and the portion of the day. This instance of an absence has been verified by the school office.				
<u>E.g.,</u>	-->	Absent	Illness	excused	Student is sick and at home.
		Absent	Medical	excused	Student has an appointment with a doctor or dentist.
		Absent	In school suspension	excused	Student has been suspended and is serving the suspension in the office.
		Absent	Out of school suspension	excused	Student has been suspended and is serving the suspension at home.
		Absent	Parent excused	excused	Student's parents have notified the school the student will be absent.
<b>Absent unexcused</b>	When the student is absent and there is no parent/guardian follow up to explain. This instance of an absence has no excuse provided.				
<u>E.g.,</u>	-->	Absent	no reason	no excuse	not authorized
<b>Absent authorized</b>	When the student is learning in an alternate location and not physically in the scheduled class, it is counted in the total absence for safety reasons. (In case of fire, we need to know that this student is not in the building.)				
<u>E.g.,</u>	-->	Absent	Field Trip	excused: AUTH	Student is out of the building on a school field trip.
		Absent	Team Activity	excused: AUTH	Student is attending a school-related sporting event as a member of a team.
		Absent	School related	excused: AUTH	Student is receiving support from School-Based Team (counselor, SLP, OT, PT) or attending an assessment either all AM/PM or all day.

A student's attendance records must be clear in all instances but perhaps more so, for the student who is late and misses a portion of the day. If the student is extremely late but arrives before morning recess, less than a quarter of the day has been missed so it would be sufficient to select late type and include all the details. If the student is late and arrives after recess, at least a quarter of the day has been missed so select absent type and include all the details.

<b>Late unexcused</b>	Student is late and there is no parent/guardian explanation.			
--> <b>time recorded</b>	Late	no reason	no excuse	not authorized
<b>Late excused</b>	Student is late and there is an explanation that can be verified by the school office.			
--> <b>time recorded</b>	Late	reason	excuse	authorized (depending on the reason)
<b>Late authorized</b>	Student is late and the school can vouch for the reason provided.			
--> <b>time recorded</b>	Late	reason	excuse	authorized
<b>Dismiss excused</b>	Student is leaving the school property early with the school's approval. This entry will not be recorded on the student's absence records but it does provide the school with an accurate list of the students who are present. For example, in the case of a fire drill, this entry is critical for an accurate head count.			
--> <b>time recorded</b>	Dismiss	reason	excused	not authorized



Type	Time	Is excused?
<input type="checkbox"/> Arrival	9:00 AM	Y

The *Portion absent* is new tracking tool and provides critical information for tracking student attendance. The user must select between four values (0.25, 0.50, 0.75 and 1.00) to indicate the portion of the day of the absence. When any value other than 1.00 is selected for a student absence, the arrival or departure time is to be recorded.

While the portion absence for lates and dismissals equal 0.000, the arrival and departure time are to be recorded.