

## Virtual Daily Attendance Procedures

### Parent or Guardian Actions

1. Any reason for an **absence**, **checking in late**, **leaving early**, **technology issues** or **absent for no connection** (power outage or loss of internet connectivity) will be sent via email to the **teacher** whose class is affected as well as the **grade level office team member**. The email must come from a parent or guardian email account that is verified in the PowerSchool system.
2. The parent or guardian will email the **teacher and grade level office team member** within **two (2) days**.
3. All teacher emails can be found on the White Station High School homepage by selecting the **About Us** tab in the top righthand corner, and then selecting **Meet Our Team**.
4. Below are the email addresses of each of the grade level office team members.

Freshman Office Team	Sophomore Office Team	Junior Office Team	Senior Office Team
Cheryl Wilkerson <b>WILKERSONCD@scsk12.org</b>	Jasmine Oliver <b>OLIVERJ2@scsk12.org</b>	Stephanie Schusster <b>SCHUSSTERS@scsk12.org</b>	Kevaughn Griffith <b>GRIFFITHK@scsk12.org</b>

### To Avoid Issues with Attendance

1. Students should always enter TEAMS by using the TEAMS app on their computer.
2. Additionally, they should download the TEAMS app on their phones as a back-up option.
3. If those two options do not work, they should dial into the TEAMS call by using the code that their teacher has shared with them.

### Reporting Truancy

Three Unexcused Absences
1. School sends Warning notice to parent via letter or email.
2. School logs in PowerSchool that warning letter has been sent.
Five Unexcused Absences
1. School schedules and conducts Student Attendance Review Team (SART) in-person or virtual meeting. A Parent Student Attendance Plan (PSAP) is completed.
2. School monitors student's progress and intervenes as needed.
3. If parent fails to attend SART and accumulates five (5) additional unexcused absences, school refers student to Truancy Specialist.
4. School logs the SART meeting in PowerSchool.

Ten Unexcused Absences
1. Truancy Specialist schedules Student Attendance Review Board (SARB) in-person or virtual meeting.
2. Specialist assesses reasons for additional absences and determines needs for intervention/support
3. The Specialist modifies the PSAP if needed. If the parent does not attend the SARB meeting and the student continues to accumulate absences, the case may be referred to juvenile court.
Fifteen or More Unexcused Absences
1. Truancy Specialist assesses reasons for continued absences, determines need for a revised plan of intervention.
2. If the progressive truancy intervention plan is unsuccessful with a student and the district can document that the student's parent or guardian is unwilling to cooperate in the truancy intervention plan, it may then be referred to Juvenile Court.