

**MIAMI DADE COUNTY PUBLIC SCHOOLS  
ATTENDANCE GUIDELINES & PROTOCOLS  
DUE TO THE EXTENDED CLOSURE OF SCHOOLS RELATED TO COVID-19**

**The purpose of this document is to provide guidelines and protocols regarding school attendance during the closure of school campuses due to COVID-19.**

**Effective April 6, 2020, and until the last day of distance learning, the following protocols will be in place:**

- Official Daily School Attendance will be captured using the Student Portal, and students will be counted in attendance only if they log into to the portal. Students should be encouraged to log in during their regular scheduled school hours. However, students will be able to log in at any time during the day to be considered present.
- A student who successfully logs into the Student Portal will receive a confirmation message.
- ITS will programmatically capture the attendance information from the Student Portal and export it to DSIS at midnight each day. This will be the Official Daily School Attendance.
- All absences will be recorded as “A” (excused absences) in the DSIS online system.
- ITS will generate a report every day called **Portal Attendance Tracking Report**, indicating the names of the students who did not log into the Student Portal and who were marked absent for the prior day. The report will be available under the Reports tab section called Distance Learning Reports. The report will have a dropdown menu with dates.
- Automated School Messenger parent notification calls will be scheduled daily for absences that took place the previous day. By noon, parents will receive an automated telephone message notifying them that the student did not log into the Student Portal and was marked absent the previous day.
- Students in grades Pre-K through 2, who may be unable to log in, will need to be provided with assistance.
- **Exceptional Education Students:** Students with disabilities who may be unable to log into the Student Portal must be provided with appropriate accommodations. The student’s school-based Exceptional Student Education (ESE) support team can help identify the best accommodations for each student. However, the parent and the student must be included in the decision-making process.
- **Appeal Process:** Any student who is marked absent will have a period of 72 hours to submit an appeal/correction request (via email) to school site administration (or select staff at the school). The request will need to include supporting evidence that demonstrates the student was engaged/involved in an approved distance learning activity for the day in question. Supporting evidence can include such things as: emails with teachers, platform usage with posted date, virtual instructional programs, or any other online educational platform that tracks date/time. Additional justifiable evidence/reasons can be determined by the principal.
- A student who demonstrates that he/she was involved in an approved distance learning activity, shall be reported as present, and the “A” shall be removed from DSIS.
- All attendance adjustments/corrections will be made in DSIS. Attendance will not be recorded individually by teachers in the electronic gradebook.
- Because the absences are excused, students shall be allowed to make-up any missed work throughout the grading period and upon the reopening of school campuses for the 2019-20 school year.

**Principal's Responsibilities:**

- Review the Portal Attendance Tracking Report every day and share it with teachers via email.
- Make a good faith effort to contact the parents of students not logging into the Student Portal.
- Consider the appeals made by students and/or parents to remove an absence and respond in a timely fashion.
- Develop a plan of support for students not able to log in or having issues relative to technology access.
- Refer and follow up with any student in need of additional assistance and/or services.

**Teacher's Responsibilities:**

- Assist by reminding students to log into the Student Portal each school day.
- Provide make-up assignments upon the request of a student or parent.
- Allow students to make-up any missed work throughout the grading period and upon the reopening of school campuses for the 2019-20 school year.
- For students who are repeatedly absent, contact parents and seek assistance from counselors and administrators.

**Student's Responsibilities:**

- Log into the Student Portal each school day.
- Communicate with teacher(s) via their designated platform
- Complete all distance learning activities as assigned by your teachers.
- Request make-up assignments, as needed.
- Communicate with school site personnel to request assistance if your device is not working properly or you are having issues relative to connectivity/internet access. A non-working device shall not be considered a valid excuse for non-attendance, unless the student has communicated to school site personnel.
- Remain positive and engaged.

If you have any questions or concerns, please contact Verena Cabrera, Administrative Director, Federal and State Compliance Office, at [verena@dadeschools.net](mailto:verena@dadeschools.net).

March 30, 2020