



## Santa Maria Joint Union High School District

2560 SKYWAY DRIVE · SANTA MARIA CA 93455  
(805) 922-4573

### Classroom Attendance FAQ

**Q: What is Negative Attendance reporting?**

A: Negative Attendance means a Teacher focuses on who is Absent.

Think: Who is missing? Use A = Absent, and if present *leave blank*

**Q: What is Positive Attendance reporting?**

A: Positive Attendance means a Teacher focuses on who is Present.

Think: Who is here? Use P = Present, and if absent *leave blank*

**Q: What type of Classroom Attendance do I use?**

A: PVHS, SMHS, and ERHS use negative attendance reporting.

Delta and ALL Summer School Sessions use positive attendance reporting.

**Q: What is Student Engagement?**

A: For the Fall Semester, SMJUHSD is 100% Distance Learning due to COVID-19.

Student Engagement means is the Student turning in their assignments.

**Q: When do I take Classroom Attendance?**

A: Every Tuesday thru Friday, Every Class Period

On Mondays, Teachers will be reviewing what assignments the Student completed the prior week and if the student did NOT complete 3 or more days of class assignments, the student is marked U for Unengaged. August 17, first day of School, all Students will be considered engaged.

**Q: Why are we documenting Student Engagement?**

A: California passed Senate Bill 98 (SB 98) which outlined that Schools must track student attendance AND student engagement for this school year.

This means on Mondays, Teachers at PVHS, ERHS, and SMHS will be reporting student engagement via a Monday specific attendance code called Unengaged (U).

The goal for Teachers is to verify if a student is turning in their class assignments.

If the student has missed turning in 3 days or more of assignments, mark the pupil with attendance code U = Unengaged.



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## Classroom Attendance FAQ (continued)

### Q: How do I take attendance for students who on their asynchronous days?

A: Because PVHS, ERHS, and SMHS only report negative attendance, asynchronous days will be recorded as present (this mean no attendance code is required on the Teacher’s part) unless the parent has reported that the student will be “absence” that day from school assignments. This is why marking Unengaged students on Mondays is so important. Students may be attending online instruction, but not turning in assignments.

### Q: How can I tell the Student group (A or B) I am taking attendance for on each day?

A: All Students whose last name begins with A-L should be attending on Tue and Thu  
All Students whose last name begins with M-Z should be attending on Wed and Fri  
The School Registrar will update a field called A/B for new students based on last name. This field is available for Teachers to see under Class Attendance (not by Photo). Technically you are taking attendance for ALL students, but it assumed on **asynchronous** student days that the student is NOT absent.

Stu#	Name	Grd	Prgm	Status	Language	Fluency	504	A/B	8/17

### Q: What about Delta High School?

A: Delta High School will have live online instruction daily for their students. They will continue to use positive attendance reporting.

### Q: What about Tardies?

A: PVHS, ERHS, and SMHS will not be marking tardies.

### Q: I am at PVHS/ERHS/SMHS ...what attendance codes do I use?

A: Monday, focus on Student Engagement and mark Students missing 3 or days of classwork. Tuesday - Friday focus on Attendance Tracking and mark missing Students absent who are not in class during their scheduled **synchronous** class time with you.

Monday	Tuesday	Wednesday	Thursday	Friday
U = Unengaged	A= Absent	A= Absent	A= Absent	A= Absent