

AACPS Virtual Attendance FAQ

1. What is the overall expectation with taking attendance this year?

The expectation is for teachers to take attendance every day. Like we traditionally do - elementary schools will take daily attendance recorded in the morning and secondary schools will take period attendance.

2. Where do I record attendance this year?

Like face to face learning, teachers will record attendance in PowerSchool through the Teacher Portal. Elementary teachers will see and use code "A20V" and Secondary teachers will see and use code "A21V". The "V" will help AACPS keep track of virtual attendance versus in person attendance when we go back to school. If all students are present, the teacher still needs to go into PowerSchool Teacher Portal to confirm that attendance has been taken.

3. With the limited amount of time I have for synchronous teaching, how can I minimize the time needed to take attendance?

To preserve instructional time, three options have been developed that will allow teachers to record attendance during live sessions and enter attendance into PowerSchool by the end of each school day.

- One option is for teachers to print an attendance roster from PowerSchool and manually record attendance when it is convenient during the lesson and enter it into PowerSchool later in the day. Directions for printing rosters from PowerSchool are [here](#).
- Another option is to take attendance through the Google Meet environment and enter it into PowerSchool later in the day. Directions to use Google Meet to take attendance are [here](#).
- Last, teachers can create an Excel roster from the PowerTeacher Pro (PTP) gradebook. Directions to create an Excel document from PTP are [here](#).

Information is always available at the PowerSchool Help Site as well.

4. When will attendance be taken for Pre-K, Kindergarten, 1st & 2nd grades?

Attendance will be taken in Circle Time by their homeroom teacher every day between 9:00-9:25 a.m.

5. When will attendance be taken for 3rd, 4th & 5th grades?

Attendance will be taken in the Building Community/Homeroom class between 8:30-8:55 a.m. except for Wednesdays where attendance will take place at the beginning of Academic Flex prior to students being re-grouped for support.

6. What if an elementary student is absent from synchronous learning in the afternoon?

Teachers will document attendance through Google Meet for afternoon sessions to document participation in class. If the teacher has a concern about a student repeatedly not attending class in the afternoon (> 5 days), they should contact the parent/guardian and also notify the administrator. Any student who is habitually absent from any one or more instructional learning blocks should be recommended for the Alternate Attendance Plan (AAP) – see question #14. The application for the AAP will be available at www.aacps.org/AlternateAttendance.

7. How will Cultural Arts teachers, or other support teachers, take attendance at the elementary level since they do not normally take attendance in PowerSchool?

Official school attendance will be taken in PowerSchool as described above in questions 1-5. Other teachers are welcome, and encouraged, to take attendance through Google Meet in order to document participation in class. This is not a requirement and attendance data in Google Meet does not impact PowerSchool attendance at all.

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8. How will attendance work with 6th, 7th & 8th graders?

Attendance will be taken in every class and recorded in PowerSchool every day except during FLEX Learning Time. On Wednesdays, official student attendance in PowerSchool will only be taken in their Building Community class from 8:30-8:55 a.m.

9. How will attendance work for high school students?

Attendance will be taken in every class and recorded in PowerSchool every day except during FLEX Learning Time. On Wednesdays, student attendance will only be taken in their Community Meeting/Homeroom Class from 8:30-9:15 a.m.

10. Will attendance be recorded in PowerSchool during “FLEX Learning Time” for middle school and high school students?

No. Since both students and teachers have choices during this instructional time, attendance will not be recorded in PowerSchool during FLEX Learning Time. However, teachers will record attendance for FLEX Learning Time through Google Meet to document participation during this support time.

11. How will parents & guardians submit absence notes in order to excuse the student from missing school or class?

Parents and guardians will need to contact the school rather than send in a note or contact the teacher. Schools may use a Google Form that will be shared with all schools or they may opt to use email. The attendance secretary will keep the online communication just like we would if they sent in a note excusing the absence and update PowerSchool with the appropriate attendance code. Parents and guardians will need to follow your school’s established protocol for collecting information and coding student absences. That information should be available on the school’s website.

12. What happens with attendance if a student misses a synchronous class, is marked absent in PowerSchool, and makes up the class by watching the recorded lesson and doing the work at a different time?

Teachers will have up to seven (7) calendar days to enter attendance corrections into the PowerSchool Teacher Portal. After the 7th day, only the attendance secretary will be able to make changes to the attendance record. Instructional Data is designing an online form for students or parents to complete to document this situation – similar to an attendance note. We are hoping for that solution by the end of September.

13. Will ConnectED calls still occur every evening for students who are marked absent?

Yes. The message will not be specific to a particular class but will indicate that a student missed one or more synchronous classes according to our records. Attendance needs to be recorded in PowerSchool no later than 5:00 p.m. to make sure the calls are accurate.

14. What is the Alternate Attendance Plan and how does it effect taking attendance in PowerSchool?

Families that have a unique circumstance that prevents their student from logging in daily are required to fill out an Alternate Attendance request through the Student Services office. Once approved, the student’s classes impacted by the Alternate Attendance Plan will be updated with “EXC” and will not count against students. Schools and teachers will be notified by Student Services about any students approved for an Alternate Attendance Plan and the attendance secretary will put in “EXC” in PowerSchool for the appropriate classes. Teachers should not change the “EXC” in PowerSchool.