



Administrative Procedure 5410 TAKING ATTENDANCE IN DISTANCE EDUCATION COURSES

Responsible: Office of Students Services, Options Department – Extended Studies

PURPOSE

This administrative procedure describes the protocol for recording attendance of students enrolled in distance education courses in the Washoe County School District (“District” or “WCSD”).

PROCEDURE

1. A distance education student is one who is scheduled into a course, but does not have to attend or meet with the teacher as in regular education. This student is not required to spend 120 hours of seat time in order to earn credit.
2. Attendance for distance education students is different than regular education students in that a student can be counted as in attendance **for each course** for the whole week if:
 - a. The student shows progress **for each course** once during the week, or
 - i. Progress is defined as showing the completion of something within the courses such as a lesson or mastery test.
 - ii. Progress must occur each week for the student to be present through showing progress.
 - iii. This is separate from initial enrollment, which requires that the student log in to the course(s) they are working on.
 - b. The pupil participates in a real time class session **for each course** which is conducted by a teacher licensed to teach that course, or
 - c. If during the week, the student has two-way communication with a **licensed person** (teacher, counselor, or administrator), the student can be marked present for the week.
 - i. This communication can be in the form of an email, a phone call, texting, or a meeting.
 - ii. The **licensed person** must talk to the student (and receive a response from the student) about progress in **all of the specific course(s)** in which the student is enrolled.
 - iii. The **licensed person** must then log the communication in attendance in IC (or in the case of North Star, the vendor’s log).
 1. The time and date must be recorded.

2. Who the licensed person spoke to must be recorded.
 3. What the conversation was about must be recorded. **Specific reference must be made to the course titles which were discussed.**
 4. For each course in which a conversation occurred, the student is marked present for the week.
- d. Teachers must keep a file on each student enrolled in their distance education program. This file must contain:
- i. Proof that the student attended as described in 2a, 2b, and/or 2c above for the entire Fall and/or Spring semester. If the student started after the first week of school, then the first week would not be in the file, but the remaining weeks would be in the file.
 - ii. The student's plan of study and any amended plan of study.
 - iii. A copy of the student's orientation sign off sheet.
 - iv. These files must be produced on demand when Student Accounting staff audits the program/school site.
- e. If progress and contact with the student cannot be made, the parent/guardian must be called just as if the student were a regular education unverified student. The conversation with the parent/guardian must be recorded in IC.
3. Steps:
- a. Monitor the distance education students weekly and mark them absent for the entire week if they have not had progress.
 - b. Contact the students for a two-way conversation regarding progress.
 - c. Contact the parent/guardian for a conversation about truancy.
 - d. Log all contact with:
 - i. Date
 - ii. Time
 - iii. Person spoken to
 - iv. Essence of Conversation
 - v. Courses discussed.

4. Dropping students who are not making progress. After two weeks, if a distance education student has not made progress, had a two-way conversation, or staff has not talked to the parent/guardian to find out why the student hasn't worked:
 - a. Full time distance education students:
 - i. The student must be considered 10 days whereabouts unknown and dropped from the courses.
 - ii. When contact has been made with the student, he/she can be re-enrolled. In the meantime he/she would have to be withdrawn from the school and re-enrolled as a state exclude and then withdrawn again and re-enrolled as full time when he/she begins working in all of his/her classes. No student is allowed to attend school part-time. No apportionment or allocations are provided for part-time students.
 - b. Students taking one or more distance education courses as part of their academic load:
 - i. The student needs to be dropped from the distance education course(s) and scheduled into brick and mortar class(es).
 - c. Students taking an extra distance education course outside the academic load:
 - i. The student needs to be dropped from the course unless an exception is approved by the Principal or his/her designee.
5. Suggestions:
 - a. Schools can require that distance education students meet weekly with the teacher. A log must be kept in this case and the attendance marked each week present or absent based on that meeting. If this method is used, a sign in sheet must be kept. The sign in sheet must have:
 - i. Student name
 - ii. Student signature
 - iii. Date
 - iv. Time in
 - v. Time out
 - b. Ask teachers to call students who have not been making progress during the previous week and hold a conversation about the progress in each of

the classes in which the student is enrolled. Ensure that call is logged and documented in IC.

6. In accordance with Nevada state law, the Nevada Department of Education must audit all distance education records yearly. **Students must have attended all their distance education classes at least one week** and then must continually attend at least 2/3 of the academic load in order to be counted.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This document reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.
2. This document complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 387, Financial Support of School System, and specifically:
 - i. NAC 387.193, Pupil enrolled in program of distance education.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually, in the year opposite the regular session of the Nevada State Legislature.

REVISION HISTORY

Date	Revision	Modification
5/2012	1.0	Adopted as Accepted Practice
11/2012	2.0	Revised
1/03/2014	3.0	Revised
9/10/2014	4.0	Revised: converted to Administrative Procedure
1/27/2016	5.0	Revised: added "dropping students who are not making progress" language
1/19/2017	6.0	Revised: added clarification to "dropping students who are not making progress" language