**Our GOAL:  To help you and your schools succeed by making the information systems as simple as possible during the Oregon Schools Extended Closure**

**Attendance and Enrollment (this could change with further guidance by ODE)**

* **Enrollment from March 13 through April 10**: If new students come to your district who need immediate services, you can enroll them and officially get them any necessary services and into classes. *If ODE decides that those days are to be entered as “No Contact Days” you will need to delete these students’ enrollment and re-enroll them on April 13 but at least you get services to students.*
  + **UPDATE:** Per ODE guidance, March 13 was the last membership day for ADM.
  + Student enrollment & withdrawals after March 13 need to be entered normally.  This requires active session days in the WebSIS calendar regardless of how ODE sees these days--this is why schools must not change their calendars.
  + ADM membership reporting from WebSIS will be hard-coded to end as of March 13, 2020.
  + LBL will automatically remove enrollments after March 13 with End Date Codes 1A through 1D from the Annual ADM file.
  + Enrollments after March 13, 2020, will only be included on final ADM *if they require a Program 14 record* as described below.  LBL will automatically change program codes to Program 14 for these students.
    - Enrolled in another district (end date code 2A)
    - Enrolled in non-public school or setting, including homeschool (2B)
    - Enrolled in another state or country (2C)
    - Enrolled in a Public Agency (2D)
    - Awarded a High School Diploma (4A)
    - Received a certificate of completion (4C)
    - Received a GED (4E)
    - Met requirements for a high school diploma, but not yet awarded (4F)
    - Met requirements for a high school diploma, but continuing as a Post Graduate Scholar (4G)
    - Enrolled in a Foreign Exchange Program (5C)
    - Died or permanently incapacitated (6A)
    - Returned after receiving a credential and exited again (6B)
* **Attendance entry starting April 13:**
* **ODE Guidance—April 11, 2020**
* **No attendance past March 13**—b*ecause March 13 was the last session day in Oregon, days present and days absent would only be reported for the time period from the start of the school year through March 13th.*
* **Schools need to track student contact—***While no attendance data will be reported for the period when schools are closed, schools and districts will still need to track with students enrolled at their school(s). . .Schools should create a system that logs student contact so they can estimate the number of students engaged during this time, and most importantly, understand which students they are not able to reach through*[*Distance Learning for All*](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Distance%20Learning%20for%20All%20Guidance%20March%202020.pdf?utm_medium=email&utm_source=govdelivery)*. It is important for schools to know which students they need to seek alternative methods to communicate with. This is the key priority for attendance. Accountability related to attendance has been waived for the 2019-20 school year. ​*

**Attendance Update: LBL Staff are working behind the** scenes to do as much work for you as possible to help with ODE expectations and end of year processes. The system still needs to be available for new enrollments and you still are required to report Annual ADM. Below we have listed the actions we have taken and tasks you will need to complete.

* Attendance exports from Gradebook to WebSIS have been shut off.  Any attendance entered into the attendance pages in Gradebook will not update WebSIS. This means that you can keep track of student contact in the quick attendance grid with no worry of it being sent to WebSIS. This is important since ODE does not want attendance reported past March 13. The advantage to tracking student contact in gradebook is that a report can be pulled at the end of the year as proof of the students that were contacted during the time between April 13 and end of the school year. We’ve created a special attendance code for teacher to use. Please see the April 17th newsletter under the button, *Tracking Teacher/Student Contact* for more detail.
* Thresholds for regular absences will not be generated because the import from Gradebook has been turned off.
* LBL SIS staff will cleared all absences in WebSIS after March 13, 2020.
* Any prearranged absences after March 13th in Gradebook need to be cleared. School offices can do that work or LBL can do it for you. Contact our Help Desk if you’d like our help.
* Threshold for positive attendance hours (alternative programs) has been turned off.
* Thresholds for students whose scheduled hours do not meet FTE requirements may still be generated.
* All schools need to review and clear any outstanding thresholds.
* **Create special attendance codes (optional):** An attendance code can be created in Gradebook to indicate if a student has been in contact with a teacher.  A separate attendance code could be created to indicate students who don’t have the ability to do assignments virtually—those that have to be contacted by phone, or do their work through packets.  A teacher can put that code in so that they can give those students credit and yet have an easy way to know which students need differentiated instruction. These codes would *not be reported to ODE.*

**We are here to help**

If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800.  Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk.  Your office staff will assist you with this.

Online trainings available--this may be the perfect time for staff to get that extra training they never have time for.  Recorded trainings and live trainings available for classified and certified.

As you’ve likely heard many times, we are all in this together.  LBL’s SIS team is here to help you succeed in these most challenging of times.