

# Attendance and Thresholds

**Who: Administrators, Registrars, Office Managers, SIS Data Coordinators**

*[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel so we can get important information to the right persons.]*

## ODE Guidance—April 11, 2020

**No attendance past March 13**—because 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](#). 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.

**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.
- ☐ 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 13<sup>th</sup> 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.

## **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.

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.