

# ATTENDANCE and WITHDRAWAL GUIDELINES

## Virtual Instruction Model



As a public school system, the Muscogee County School District is required to monitor student attendance in accordance with all applicable statutes and State Board of Education rules. Muscogee County School District staff monitors student attendance regularly. All Muscogee County School District students must be legal residents of the state of Georgia and provide proof of residence at the time of enrollment, re-enrollment, and at any time during the school year if a change in residence occurs.

### Monitoring Virtual Attendance

#### Student Responsibilities

- Students are expected to log into Zoom on scheduled school calendar days.
- **Elementary School Students:** log into live Zoom instruction **ten minutes ahead** of the school start time to prepare for the school day and possible technical issues.
- **Middle and High School Students:** log into live Zoom instruction **five minutes ahead** of the school start time and following class periods to prepare for the designated class and possible technical issues.
- During live Zoom instruction, students must not turn off their live video during session (e.g. no black screens, no virtual backgrounds, and no thumbnail pictures) without permission.
- If a student is unable to log into Zoom due to technical difficulties, the parent/guardian or student should notify the teacher or attendance/school clerk before the end of the instructional day.
- A student is considered tardy (late) if he/she logs into the live Zoom instruction after the teacher begins instruction.
- If student leaves a live Zoom instruction and does not return, the student will be marked "Checked Out-Unexcused."

#### Process for Excused and Unexcused Absences

School social workers, deans, and school counselors will work with families to address barriers to student attendance.

## **Excused Absences**

- School faculty and staff register absences as excused only for those reasons cited in the Muscogee County School District Attendance Policy (reference: [Student Handbook and Code of Conduct](#))
- The parent/guardian should send documentation to the attendance/school clerk and must include the student's name, the date of the absence, the reason for the absence, and the necessary documentation, as requested by the school.
- When the school does not receive documentation ***within three (3) days*** of the absence, the absences will remain unexcused.

## **Unexcused Absences**

When students are absent for reasons other than those permitted under the Muscogee County School District Attendance Policy, those absences are recorded as unexcused absences.

## **Suggested Methods to Submit Documentation**

- Parents may email, send messages via Class DoJo, screenshot using Remind, screenshot using text messages, upload documentation to Canvas, Google Classroom, Naviance, etc., or use a drop-off location at the school.
- School administration will determine preferred method to submit documentation.

## **Truancy**

Parents and guardians of students attending school in a virtual setting are subject to the Georgia Compulsory Attendance Law O.C.G. A §20-2-690.1. Considerations for absences will be given to students while attending school in a mandated full virtual model.

## **Internet and Technology Issues**

- Internet and technology issues are limited to seven excused incidents per school year.
- After seven (7) excused internet/technology issues, the parent/guardian must provide documentation to the teacher or attendance/school clerk for the eighth or more excuses related to internet/technology issues.
- Each attendance/school clerk will record the excuse in Infinite Campus.
- If proper documentation is not submitted to the school ***within three (3) school days***, this may be considered an unexcused absence.
- School Administration will determine acceptable methods of documentation.

## **Virtual Withdrawal Procedures**

- Parents/guardians who elect to withdraw student from the school in-person must make an appointment with the attendance/school clerk to complete official withdrawal documents.

- If parents/guardians are unable to withdraw their student(s) in person, they must complete, electronically sign, and return documents to the attendance/school clerk.
- All MCSD technology devices, textbooks, and other loaned instructional materials must be returned to the school personnel at the time of the scheduled appointment. Fine may be applicable if parents fail to return items.
- Please contact your student's school or school social worker if you have questions or concerns regarding virtual attendance and withdrawal procedures.

To view the complete guidance for virtual attendance and withdrawal procedures, visit [Guidance for Virtual Attendance and Withdrawal Procedures](#)