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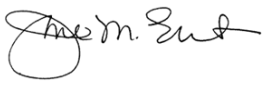


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**GUIDANCE MEMORANDUM 20-07**

**TO:** School District Superintendents  
State Public Charter School Authority

**FROM:** Jhone M. Ebert, Superintendent of Public Instruction 

**DATE:** July 31, 2020

**SUBJECT:** Infinite Campus Coding for Attendance and Enrollment for School Year 2020-21

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**Background**

On July 1, 2020 the Infinite Campus Governance Board convened a task force in collaboration with all local education agencies (LEAs) to establish a unified policy for attendance and enrollment that would cover in-person, hybrid, and distance learning instructional models. The following guidelines are the approved methods for enrollment, attendance, and coding of “No-Show” students for the 2020-21 school year. Please refer to Nevada Department of Education (NDE) [Guidance Memo 20-05](#) for additional details on the minimum requirements for student contact and attendance under *Path Forward Programs of Distance Education*.

**Attendance**

This section details the three methods districts/schools may choose for coding attendance based on the instructional delivery model being implemented. Districts will *not* be required to use only one method for coding attendance and therefore methods may vary among schools within a single district.

1. **Take normal daily attendance each day** based on the definition of “contact with a student”<sup>1</sup> or a student being physically in attendance.
  - Record attendance in Infinite Campus (IC) using the new attendance tools for blended learning.
  - The minimum contact requirement is contact made to every student, every day, by one teacher.
  - The self-reporting “check-in” feature in IC Portal may be used to satisfy contact, but must be verified by a teacher.

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<sup>1</sup> Nevada Department of Education Guidance Memorandum 20-05: Path Forward Programs of Distance Education Guidance (June 24, 2020). Retrieved from:  
[http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News\\_Media/Guidance\\_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05\(1\).pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News_Media/Guidance_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05(1).pdf)

- New local codes may be developed to better identify the type of absence and method of contact. Local codes developed for internal monitoring and reporting must be mapped to existing State attendance codes.
2. **Take attendance once per week** and if “contact with a student”<sup>2</sup> was established at any time or the student was physically in attendance at any time during the week, the student is considered in attendance for the full week.
    - Teachers would enter the full week of attendance in IC when two-way “contact with the student” was made, or a comparable method of recording weekly attendance within Campus may be used.
    - The self-reporting “check in” feature in IC Portal may be used to satisfy contact but must be verified by a teacher.
  3. If your school has a distance education program approved through the application process in place per NRS 388.838, you may continue to operate under that plan. Teachers will record attendance based on the method in place under the existing plan.

NOTE: Regardless of the attendance method, “contact with a student” must be tracked each day and recorded in Infinite Campus, another Digital Learning platform, or other verifiable and reportable method. This data should be collected using a method that allows for submission to NDE upon request.

### **Professional Development Days**

All professional development (PD) days scheduled in accordance with NAC 387.125(4) or approved by the State Superintendent in accordance with the flexibility provided in NDE Guidance Memo 20-05 are instructional days and must be indicated as such on the school calendar.

- Student attendance begins on the first instructional day.
- PD days will be indicated on the Campus Calendar as instructional days and school days, and the attendance check box may or may not be checked depending on your districts current processes (standardized procedure forthcoming).
- If PD days are scheduled before students are expected to be in class and the attendance check box is checked, all enrolled students expected to return to school in 2020-21 should be marked as in attendance for those days.

### **No-Show Procedure**

“No-Show” refers to a student who does not return to school as expected for the 2020-21 school year. Please refer to the following guidelines:

- **Start of School Calendar until the First Instructional Day:** Schools must continue to No-Show students according to existing required practices, when requested, up to the first instructional day on the school calendar. This applies to any request to withdraw. As noted above, PD days are considered instructional days.
- **Districts/Schools Beginning the Year with Professional Development Days:** If your district/school is beginning the 2020-21 calendar with professional development days, do *not* No-Show any students during this period.

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<sup>2</sup> ibid

- **Parent calls:** The school will withdraw students during this period using the appropriate code upon receiving notification from a parent that the student will not return for the 2020-21 school year. The date of withdrawal is the date the parent calls. The school from which the student was withdrawn must follow up to confirm the student enrolled in and attended the new school.
- **Enrolling school calls:** If another school requests a withdrawal, ask the school for the first day the student will attend their school. Withdraw the student the day before the student's first day of attendance in the new school.
- **First Ten Days of Actual Student Attendance:** Do *not* No-Show any students during this period. Every attempt must be made to contact students who are marked absent for the first ten days during which students are expected to attend. If no contact is made, the student will be withdrawn on the tenth day of whereabouts unknown absences. ***Do not change enrollment dates when the student does not attend.***
- **Reduce Overlapping Enrollments in the State:** This is accomplished by running and clearing the State Enrollment Overlap report in Infinite Campus. When a student is engaged with a district, that district will take the priority for the enrollment, consistent with prior practice. It is important to start this process on or before the first instructional day.
- **Enrollment Date for Students:** The enrollment date for students starts on the first instructional day, which may be a professional development day.
  - On the first day during which students are expected to attend, districts will begin truancy procedures for students who do not attend. This should lead to a withdrawal on the tenth scheduled instructional day if a student's whereabouts are unknown. Do not No-Show students during the first ten days during which students are expected to attend.
  - Districts/schools will continue to maintain the Master Register for ten days and, upon learning any new information about the student whereabouts, they will update the Master Register to the appropriate code and date.
  - If a student is enrolled and actively engaged with another district/school, they will be withdrawn appropriately (the day before the student's first day of attendance in the new district/school).

### **Students Moving out of State Enrolled in Full Distance Education**

Students who move out of State are allowed to continue a distance education program in which that student was originally enrolled in a Nevada district of residence. The student would not be able to return the following year unless enrolled as student attending a Nevada school from out of state under Nevada Administrative Code 387.310. If the student is a high school senior, that student would be allowed to earn a diploma if all graduation requirements are satisfied.

Attachment(s): NDE Guidance Memo 20-05: Path Forward Programs of Distance Education

cc: Infinite Campus Governing Board