

# ATTENDANCE MATTERS

The ability to continue to monitor attendance is one of the most important ways schools can help ensure equitable access to student learning and account for student wellbeing during a pandemic situation. For our students whose families have chosen remote instruction, please know that **student attendance will be taken daily, and in the following format:**

**FOR CLC-Monmouth ELEMENTARY STUDENTS:** The teacher will monitor engagement by tracking the student's use of tech tools and completing and/or submitting daily assignments.

**FOR CLC-Monmouth MIDDLE/HIGH SCHOOL STUDENTS:** The students will complete a Google Attendance Form each morning and/or post a mandatory question to be answered each morning/period.

|                                    |  |
|------------------------------------|--|
| <b>1-2 Consecutive days absent</b> | <ul style="list-style-type: none"><li>• <b>Mark ABSENT in Reatime</b></li></ul>  |
| <b>3 Consecutive days absent</b>   | <ul style="list-style-type: none"><li>• <b>Mark ABSENT in Realtime</b></li><li>• <b>Communicate with parent/guardian</b></li><li>• <b>Document in Realtime Notes Section</b></li></ul>                       |
| <b>5 Consecutive days absent</b>   | <ul style="list-style-type: none"><li>• <b>Mark ABSENT in Realtime</b></li><li>• <b>Inform the Principal</b></li><li>• <b>Document in Realtime Notes Section</b></li></ul>                                   |
| <b>5+ Consecutive days absent</b>  | <ul style="list-style-type: none"><li>• <b>Mark ABSENT in Realtime</b></li><li>• <b>Inform the Principal and Sending District Case Manager</b></li><li>• <b>Document in Realtime Notes Section</b></li></ul> |

*\*As noted on page 49 of "The Road Back: Restart and recovery for Education," according to N.J.A.C. 6A:32-8.3, a school day shall consist of not less than four hours. Please be aware that students who are following the remote schedule must be online and present for four hours each day to receive credit for the day.*