

Important Attendance Information for Parents of Elementary eLearners

Do Not Click the Attendance Box When Participating in Live Instruction with the Homeroom Teacher

Your child's homeroom eLearning teacher will take attendance on Skyward during their live morning session. This will happen sometime before 11:45am each day. Every student who is logged in for the live class link will be counted as "Present eLearner" for the day.

Why Does the District Send Robocalls for Attendance

If a student is absent and has not been called off, it is possible there could be a truancy or emergency situation going on. Therefore, parents will receive a robocall by 12:20 each day informing you that your child is marked absent and we have not yet heard from you. Though we expect that all elementary eLearners are with a parent or caregiver, there is no way for Skyward to separate these calls for in-person and eLearning students. If your child's eLearning teacher marks your child absent, but you know where they are, you do not need to call the school or respond to any staff member about the robocall you will receive. If you know your child will not be participating in instruction during the school day or making it up later in the evening, you should notify your child's teacher and the home school data secretary with the reason for their absence so that it can be recorded in Skyward.

When to Click the Attendance Box on the Canvas Dashboard

If your child is not logged in with the teacher at all during the day, but does go on for recorded lessons or Canvas assignments later in the day or evening, their school will not know to mark them present unless the attendance box on their Canvas dashboard is clicked. If your teacher sees you on a live session that day, DO NOT click on the attendance box. The information for students who completed work outside of the school day and had to click the attendance box will not be logged into Skyward until the following day. This allows students to complete that day's assignments all the way up until midnight and still receive credit for their attendance. Data secretaries at your child's school will enter students as present if they needed to use the attendance box feature the previous day.

What if the eLearning Teacher is Absent

If the eLearning teacher is absent, he/she will leave academic instructions and lessons for the class on Canvas. Since the teacher is not having a live session on days when he/she is absent, every student must click the attendance box on their Canvas dashboard in this circumstance.

What if My Child is Marked Absent When He/She was Present

Questions about your child's attendance should be directed to the data secretary at your child's home school.

Which School is My Child's Home School

Your child's home school is the school they would attend if they were doing in-person learning. For example, if your child's eLearning teacher is from Protsman, but they would attend Homan if they did in-person learning, then the home school is Homan. If this parent needed to contact a data secretary about attendance, they should contact the Homan data secretary.