

## **ONLINE SCHOOL STUDENT PARTICIPATION AND ABSENCES**

Due to the nature of attending an online school, absences cannot be verified by a student's physical presence in a classroom. The following will be used to document student attendance and participation in Colorado Springs School District 11 (the District) CDE approved online schools and programs:

- Attending an orientation session prior to beginning online coursework.
- In-person educational instruction.
- Participation in District and state mandated assessments.
  - Valid documentation for the above three situations will include student name and date of participation and be verified by either:
    - Student sign-in sheets verified by a teacher signature or
    - Pre-printed attendance sheets verified by a teacher signature
- Synchronous and asynchronous internet-based educational activity reports containing student name, date, time and course content associated with a course on the student's schedule. The activities on this report can include:
  - Student management system logins verifying student assignments and tests;
  - Student emails through the student management system that address course content;
  - Student participation in student management system message boards that address course content.
- For students receiving special education services, a service log or other digital or tangible documentation demonstrating that the student has had interaction with a learning specialist in accordance with the student's Individual Education Plan. The documentation will be sufficient to establish: dates of service, student name, learning specialist's name, services provided, and notes regarding progress, treatment and goals.

Adopted August 26, 2015  
Reviewed June 14, 2017  
Revised September 23, 2020

LEGAL REF.: 1 CCR 301-71

CROSS REF.: JH, Student Absences and Excuses