Virtual Learning Attendance Procedures
2020-2021

While we will be teaching virtually in the fall, it is very important that students attend school and all classes each day. Students will be responsible for checking in for attendance each day using our attendance app. Included in this message are the step by step directions to follow daily. **These directions will be included in the material distribution the week of August 31st.   Please see the following steps that will begin on September 8th, the first day of school for students:**

1. Students in grades K-12 will log onto his/her HCPS computer and go into the default browser home page (start.HCPS.org) and click on the Attendance application tile. No login is required if using an HCPS computer.

2. If students are not using an HCPS computer, the student may access the Attendance application via the link posted on hcps.org or by entering the URL into the browser *attendance.hcps.org.*   The student will be prompted for the student account login.

3. The student will report his/her attendance at any time between the hours of 7:00-10:00 a.m. by clicking "I'm Here".
   1. If the student does not report his/her attendance, then he/she will be marked with an unexcused absence.
   2. The parent may choose to mark the attendance status for their child(ren) on a daily basis. This will require the student's login.
   3. Students who are absent must provide appropriate documentation to the school regarding the reason for the absence. This may be in the form of an emailed absence note or a phone call. Parents/guardians will receive specific instructions from their child's school as to who should be contacted.

4. Connect 5 attendance calls will be sent to parents/guardians at 12:15 p.m. daily, beginning September 21, 2020.

Attendance Matters
Every student. Every day.