



**Orange Township
Public Schools**
Glasshebra Jones Dismuke
Executive Director of Human Resources



Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

To: All Instructional Staff
From: Shebra Jones Dismuke, Executive Director of HR
Date: March 19, 2020
Re: **Distance Learning – Student Attendance**

I would be remiss if I did not take a moment to thank each of you for your hard work during this distance learning initiative. Always remember, we are in this together!

This memorandum is to provide guidance on capturing student attendance during the distance learning period. All teachers are to record student attendance using Genesis for all classes as students login to complete daily assignments. As we are aware, there are situations, whereby there are multiple students using a single device, teachers should mark a student's attendance based on his/her attempt to complete the assigned work by 10 a.m. the following school day, as this allows students ample opportunity to complete assignments and receive credit.

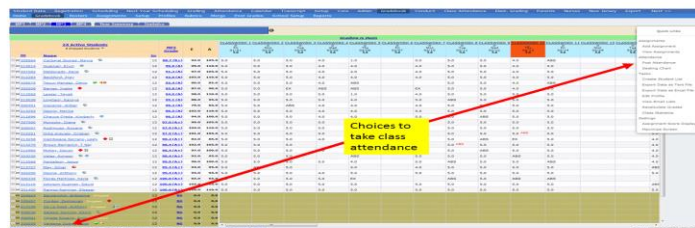
Example:

If a student logs in to complete an assignment at 10:30 p.m. on March 19, 2020, the teacher is to review the student's work for March 19, 2020 and on March 20, 2020 by 10 a.m. mark the student present for March 19, 2020.

If a student fails to complete an assignment by 10 a.m. the following school day, the student is to be marked absent and the classroom teacher or paraprofessional should continue to reach out to parents using one of the approved platforms; ClassDojo, Remind, SchoolWires, email or a phone call to inquire about the status of the assignment. For all phone calls, a call log should be retained in Genesis. *When dialing from your personal number, be sure to press #67 in order to block your personal number.*

As there are multiple ways to capture student attendance using Genesis, we recommend using the following steps:

Genesis → Gradebook → Class Attendance



If you have any questions, contact your building principal or union leadership.

Thank you.