

## **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) online schools:

- 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

LEGAL REF.: 1 CCR 301-71

CROSS REF.: JH, Student Absences and Excuses