

## Attendance Tracking for Full-time Virtual Students

Districts can utilize the attendance tracking and high-quality teaching and learning structures of [704 KAR 3:535](#). The KAR allows students in K-4 enrolled full-time in a virtual school, program, or academy to be considered “in attendance” for purposes of recording daily attendance. This attendance-based, or ‘seat-time’, model may be applied to any grade level K-12 as long as the program adheres to the guidelines. Districts still will have the traditional “performance- based” virtual option for grades 5-12. See [Virtual/Performance-Based guidance](#) for setup of those courses. The setup/guidance in this document cannot be used with traditional KDE virtual/performance-based course setup.

**Note:** This attendance model is not tied specifically to your online/virtual program classification. It can be utilized if your program is an A5 Alternative Education Program, an A8 Full-time Enrolled Online, Virtual and Remote Learning Program, or an ‘academy’ model where students are enrolled primarily in the A1 school.

**All full-time enrolled virtual students using this seat-time model for recording daily attendance must be included in a blended learning group (BLG) so they can be identified during attendance audits. Schools must post attendance each period for grades 6-12, with a separate period for each course, and at minimum twice a day for grades K-5. This virtual attendance must be written to the attendance tables using the Virtual Attendance Posting tool.**

Please follow the setup guidance below for all full-time virtual students.

### Overview

To track full-time virtual students, districts must setup a blended learning group to include these students and post attendance via the Virtual Attendance Posting tool.

**Below is an overview of how to set up blended learning groups and notes about what should not be changed after initial setup.**

### Setup and Tracking

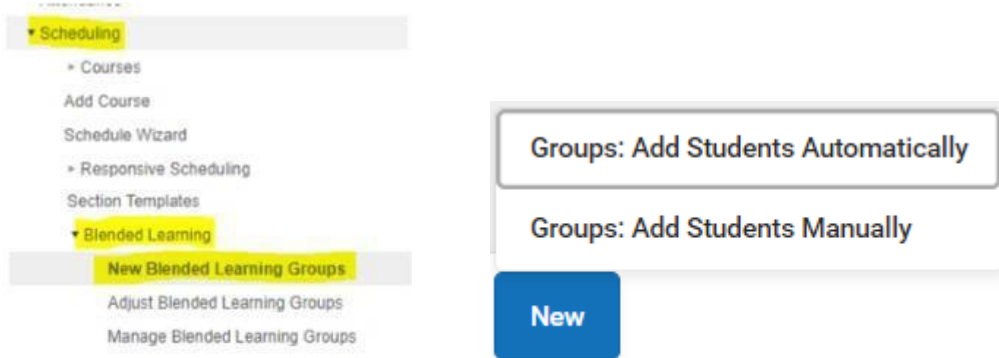
There are four steps to set up a blended learning group (BLG) and track virtual attendance

1. Create the BLG and assign the BLG to all days in the calendar
2. Assign full-time virtual students to the BLG
3. Give teachers access to track virtual attendance (enable virtual attendance)
4. Turn on virtual attendance posting so data writes to the attendance tables

1. Create the Blended Learning Group and assign the group to all days in the calendar

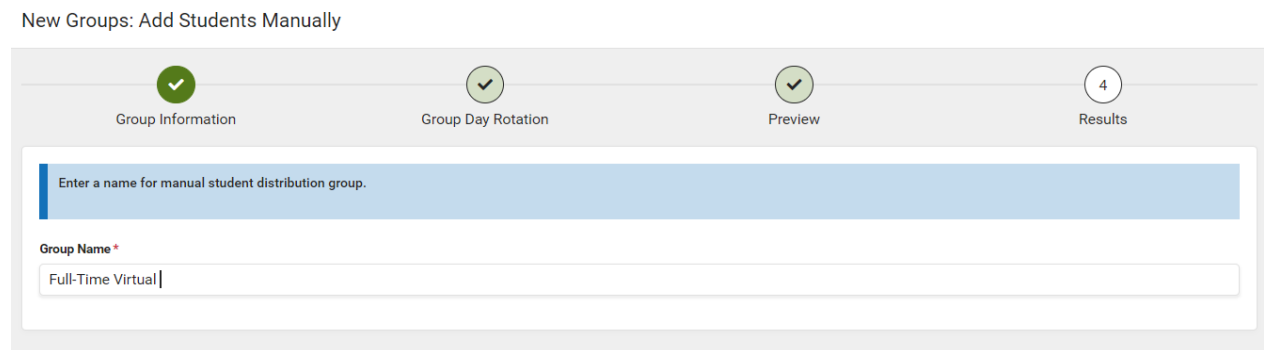
BLGs are created at *Scheduling | Blended Learning | New Blended Learning Group*. After clicking New choose if the group will be created automatically (by the system) or manually (by the user selecting specific students).

- If all students in a calendar will be full-time virtual students (ex. a virtual school), chose Add Students Automatically. The automatic process will complete steps 1 and 2 at the same time and you can proceed directly to step 3.
- To create a group of full-time virtual students within a calendar with in-person students (ex. a virtual program within a school), choose “Add Student Manually”. MOST DISTICTS WILL USE THIS OPTION.



The first screen will require you to name the new BLG. Enter the name and then click Next.

Tip: A district can create one district wide BLG to be used across all schools and grade levels. Calendars tool rights will allow schools to see only the students in that school included in the BLG. KDE recommends including “full-time virtual” in the BLG name.



On the Group Day Rotation tab, choose the start/end date for the group. The start date for the full-time virtual students BLG will be the first day of school and should run to the end of the year (6/30/24). When assigning group rotation, chose **Always Virtual**. This will assign the BLG of full-time virtual students to

every student attendance day in the calendar and indicate that students in this BLG are virtual each day and need participation/virtual attendance recorded for each day.

New Groups: Add Students Manually

Group Information    Group Day Rotation    Preview    Results

Enter parameters to rotate the group across calendar days. Groups that are assigned to a day are expected to be virtual.

Start Date \*  
08/15/2021

End Date  
06/30/2022

Exclude Summer School Calendars

Calendars Excluded from Student Distribution  
Select calendars to exclude...    Select All

Assign Group Rotation  
 Do Not Assign Group to Any Attendance Days (Always in School)  
 Assign Group to Every Attendance Day (Always Virtual)

Previous    Cancel    Next

Click Next, preview the changes to be made and click Finish.

## 2. Assign Students to BLG

Once the BLG is created, students must be assigned to the group at *Scheduling | Blended Learning | Adjust Blended Learning Group*.

Select Adjust and then Student Group Assignment.

Student Group Assignment

Group Day Assignment

Adjust

Then choose the BLG to be adjusted from the dropdown and once again choose the start date. Click Next.

Adjust Student Group Assignment

To assign students to a group, select a Blended Learning group from the dropdown. Add a start date for the student's assignment to the group.

Group\*  
Full-Time Virtual

Start Date\*  
08/15/2021

On the Select Students tab, select the calendars that include students that will be in this BLG. Depending on the district setup, all full-time virtual students may be in one calendar (one virtual school in the district) or they may be in multiple calendars (full-time virtual programs within several A1 schools). Students included in the BLG will be on the right. The filters can be used to find students by name, grade or group to add to the BLG. Clicking the students name on the left will add him/her to the BLG on the right. Clicking the double arrow in the middle (>>) will add all students in the filtered group on the left to the BLG on the right.

Adjust Student Group Assignment

Select a calendar (or multiple calendars) to retrieve students. An Ad Hoc filter may be selected, to limit the student list. Select the students to move into the Blended Learning Group with an assignment date of 08/15/2021.

Find Students

Calendars\* Ad Hoc Filter  
Select calendars... Select All

Select Students For Full-Time Virtual

Student Name Filter Grade Filter Group Filter  
All Groups

All Students Selected Students (0)

Select calendar to display students

>>  
<<

Previous Cancel Next

Select Next to preview your changes and then click Finish.

### 3. Enable Virtual Attendance

In each calendar, Enable Virtual Attendance must be turned on for teachers to have the ability to mark virtual attendance/participation for full-time virtual students in a BLG assigned to a calendar day. Check Enable Virtual Attendance at *System Administration | Attendance | Virtual Attendance Preferences*:

#### Virtual Attendance Preferences

When "Enable Virtual Attendance" is selected, options for indicating participation and posting non-participation to the attendance table recorded. The "Posting Virtual Attendance" section determines the frequency with which non-participation is posted to the attendance table. If Attendance is not enabled, regular Present/Absent/Tardy attendance will be available for the teacher. These preferences are specific to the calendar.

Enable Virtual Attendance

Disable Classroom Attendance ?

Participation-Based Entry

Allow student attendance check in  Allow Parent to enter student attendance check in

Check in once per day

Start Time  End Time

Check in once per course/section

Between the Period Start and End Times

Set Time

Start Time  End Time

Allow teacher to mark student participation for previous  days.

Indicate that attendance was taken when a teacher saves participation for a previous day. ?

Allow teacher to override participation after student has checked in.

Allow teacher to move physical students to virtual and mark them as participated in a period.

- Participation Based-Entry must be marked.
- Allow student/parent check in cannot be marked.
  - Students and parents CANNOT be allowed to check in. To be in compliance with the regulation, a certified teacher must mark the attendance.
- The number of days given to a teacher determines how far in the past a teacher can update virtual attendance/participation. This should not be over 5 days.
- KDE recommends that teachers should NOT be allowed to move physical students to virtual to mark participation in a period. Students should not be moving in and out of full-time virtual instruction.

#### 4. Turn on Virtual Attendance Posting

To allow the attendance/participation data marked by a teacher to transfer/write to the students' attendance records Enable Virtual Attendance Posting must be turned on. This is also located on the Virtual Attendance Posting screen (*System Administration | Attendance | Virtual Attendance Preferences*), under Enable Virtual Attendance.

Posting Virtual Attendance

Enable Virtual Attendance Posting

08/15/2021 Posting Job Start Date

Daily Frequency

11:30 PM Time

08/15/2021 Attendance Posting Start Date

NVA : No Virtual Attendance Attendance Posting Code

- Enable Virtual Attendance Posting: MUST be turned on. This allows attendance codes to be written to the students' attendance records.
- Posting Job Start Date: This is the date that the virtual attendance posting tool will start writing attendance codes to the attendance tables. If any selection on this screen is updated, this date must be updated to the current date or a later date for the changes to save and the posting to start/resume.
- Frequency: Determines if the posting will run Daily or Weekly. **Districts determine the frequency that works best for them.**
- Time: Determines the time the posting will run. It is recommended to set the time to 11:30 p.m., but the time can be set for any time after the school day ends.
- Attendance Posting Start Date: Determines the dates included when the posting tool writes updates or changes to student attendance records. This is the date the tool will "look back to". If it is set to the first day of school, then every time the posting runs (daily or weekly) all virtual attendance from that day back to the first day of school will be updated with the teacher marked attendance/participation.

- **Tip: Make sure this date goes back as far as the teachers are allowed to mark student participation (discussed above in number 3 – enable virtual attendance). If the teacher can update for 5 days, but the posting start date only goes back 3 days, then teacher updates can be missed.**
- Attendance Posting Code: Must be set to NVA: No Virtual Attendance
  - For the 22-23 school year, a new attendance code was pushed down from the state. (NVA: No Virtual Attendance)
  - This code must be used in the virtual attendance posting for full-time virtual students. No other code can be used in the Virtual Attendance Posting tool.
  - This code is an unexcused attendance code, but that can be changed in the office once an excuse is provided.
    - Example: If a student is absent and a teacher marks him/her as not attending/participating, then the NVA attendance code will be written to the student's attendance record. Once the student brings in a parent/doctor's note, the office can enter an excused parent/doctor's note with a different attendance code/excuse. The code added at the office will override all NVA codes marked by teachers during that time on the student's attendance record.

### **Reports and features to assist with tracking full-time virtual students**

- Standard attendance reports – with full-time virtual student attendance being written to attendance tables for each period of the day, most standard attendance reports will work as long as they are generated AFTER the virtual attendance posting has occurred. If a report is generated for today (or a period before a weekly virtual attendance posting is ran), the full-time virtual students will not have attendance written to the tables and the reports could be inflated since all virtual students will appear present for that day/days.
  - Daily Attendance Report – This report will not show day of attendance for full-time virtual students.
- Participation Monitor Report - *KY State Reporting | KDE Reports | Participation Monitor*
  - The purpose of this report is to help schools monitor virtual attendance/participation tracking by teachers, course, and section. This report aggregates teacher marked attendance/participation to help with oversight at a teacher level. The report includes all grade levels applicable to the school (00-14) and includes all periods, even those that may be scheduled outside the standard day. See the [Quick Reference Card](#) for more details.
- Classroom Monitor – *Attendance | Classroom Monitor*
  - Classroom Monitor has been enhanced so attendance clerks can now mark virtual attendance/participation for students. This allows clerks to assist teachers with virtual attendance/participation clean up.

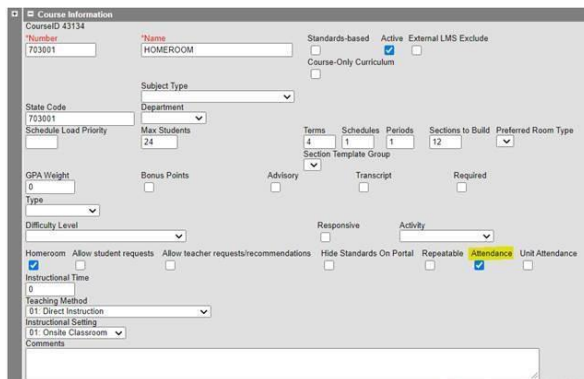
## Proper course setup and period schedule for virtual attendance to work correctly

- The course should be marked for attendance.
- Don't remove attendance checkbox from courses after the year has started.
- If multiple teachers are assigned to one course, best practice to prevent issues is to have one teacher in charge of posting virtual attendance/participation. Like in-person attendance, the last teacher to post will “win” and that is what will be recorded. Multiple teachers accessing the attendance screen at the same time will not see updates or a refreshed screen when another user makes a change.
- Don't overlap period start and end times.
- If you want to make major changes to your course setup after the first day of instruction, please reach out to the Division of District Support before doing so. Once students have returned and instruction begins, KDE recommends that district DO NOT adjust courses, periods, or attendance checkboxes for full-time virtual students.

## Best practice for elementary period/schedule setup

To track virtual attendance that can be used for funding purposes in grades K-5, period schedules must have at least two periods – one in the AM and one in the PM where attendance is tracked. Each period will need a unique course section. These sections can have the same course code but are not required to have the same course code. The district can choose to have two homeroom sections, or the district can track one period as homeroom and one other period as a core content course. Both sections must be marked for attendance. More than two periods for elementary school are allowed, but each period would have to take attendance.

- These courses should be marked for attendance



The screenshot shows a 'Course Information' form for CourseID 43134. The 'Name' field is 'HOMEROOM'. The 'Attendance' checkbox is checked. Other fields include 'State Code' (703001), 'Max Students' (24), 'Terms' (4), 'Schedules' (1), 'Periods' (1), and 'Sections to Build' (12). The 'Teaching Method' is '01. Direct Instruction' and the 'Instructional Setting' is '01. Onsite Classroom'.



- The periods should be marked on the appropriate instructional periods in the Section Schedule Placement on the Course Section. This allows the teacher to mark attendance once for each period.

Section Schedule Placement

	Quarters			
	Q1	Q2	Q3	Q4
Period AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Homeroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period V/PB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section Schedule Placement

	Quarters			
	Q1	Q2	Q3	Q4
Period AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period Homeroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period V/PB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Full-time virtual student schedules must have at least two periods (that fill the day) marked for attendance.

Period Info							
	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Responsive Standard Day
X	1	1	07:45 AM	12:30 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	2	2	12:31 PM	03:30 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	ACT	3	03:31 PM	03:35 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Q1 (8/25/2021 - 9/25/2021)	Q2 (9/26/2021 - 12/18/2021)	Q3 (1/4/2022 - 3/19/2022)	Q4 (3/22/2022 - 5/21/2022)
1	1-1 Homeroom MOBLEY, VACANCY- AM	1-1 Homeroom MOBLEY, VACANCY- AM	1-1 Homeroom MOBLEY, VACANCY- AM	1-1 Homeroom MOBLEY, VACANCY- AM
2	1-2 Homeroom MOBLEY, VACANCY -PM	1-2 Homeroom MOBLEY, VACANCY -PM	1-2 Homeroom MOBLEY, VACANCY -PM	1-2 Homeroom MOBLEY, VACANCY -PM
ACT	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

- Additional courses in the student's schedule that are skinned into one period should NOT be marked for attendance. These courses should be on the schedule during instructional time for LEAD purposes, but the attendance checkbox should not be checked on these courses. Having multiple courses in one period marked for attendance can cause issues with posting virtual attendance and posting teacher marked virtual attendance/participation. If the attendance checkbox is turned on for one of these courses skinned into a period and then deleted after virtual attendance/participation has been taken, this will result in virtual attendance/participation becoming "stuck" in the system. Teachers will not be able to make corrections. An Infinite Campus support case will need to be created and there will be a charge for cleanup.

- In the example to the right, the attendance checkbox should be checked on both Homeroom course, but NOT on any of the other course.

1 Term 1 (8/10/2020 - 11/1/2020)	
1	<p><b>HOMEROOM</b> 8:00 AM - 8:15 AM Room: 137</p> <p>PRIMARY LANGUAGE ARTS 8:15 AM - 3:10 PM Room: 137</p> <p>PRIMARY MATH 8:15 AM - 3:10 PM Room: 137</p> <p>PRIMARY SOCIAL STUDIES 8:15 AM - 3:10 PM Room: 137</p> <p>PRIMARY SCIENCE 8:15 AM - 3:10 PM Room: 137</p> <p><b>HOMEROOM</b> 8:15 AM - 3:10 PM Room: 137</p>
2	<p>ELEMENTARY VISUAL ART PRIMARY 8:15 AM - 3:10 PM Room: 146 Start: 9/28/2020</p> <p>K-3 PRIMARY INT. HEALTH &amp; PE 8:15 AM - 3:10 PM Room: 168 Start: 9/28/2020</p> <p>ELEM. CAREER STUDIES P 8:15 AM - 3:10 PM Room: 140 Start: 9/28/2020</p>

## Frequently Asked Questions

Below are some bullet points that answer frequently asked questions:

- When the attendance checkbox is removed from a course during the year, the virtual attendance/participation that has been tracked for that course will be “stuck” on the teacher/student’s record. Therefore, we have recommended that the attendance checkbox NOT be removed mid-year.
- Infinite Campus will not wipe attendance data upon individual district requests. All issues must be corrected on the teacher side and the written to the attendance tables via the Virtual Attendance Posting tool.
- For the 23-24 school year, approved districts can have up to 10 NTI days for the year. Any time a district has all students participating virtually/remotely that day should be marked on the calendar as an NTI day. This day will cannot be marked for attendance – it is ok if the BLG shows on that day.

The screenshot displays three sections of the Virtual Attendance Posting tool interface:

- Day Detail:** Shows Date (08/16/2021), Day # (1), and Period Schedule (Main). It includes checkboxes for School Day (checked), Instruction (checked), and Attendance (unchecked). There are input fields for Start Time, End Time, and Duration (0). A note states: "The duration field will be calculated automatically." Below this is a Comments text area.
- Day Events:** Features a dropdown menu for Type (set to "N: Non-traditional Instruction") and input fields for Duration and Inst. Minutes. An "Add DayEvent" button is present.
- Blended Learning Groups:** Features a dropdown menu for type (set to "Full-Time Virtual") and an "Add Group" button.

- Multiple calendars – Districts may choose to have multiple calendars (one for in-person students and one for full time virtual students) but this choice will make some normal processes more difficult:
  - Moving students from an in-person calendar to a full-time virtual calendar (or vice versa) will require the student to be withdrawn and then enrolled in a new calendar
  - New schedules will need to be created when a student is moved between calendars
  - Grades will need to be manually moved from one enrollment to the other if courses remain the same
  - All calendars must adhere to hours/day minimum requirements

## Helpful Links

- Pupil Attendance Manual - <https://education.ky.gov/districts/enrol/Documents/2022-23%20Pupil%20Attendance%20Manual%20Final.pdf>
- Traditional Virtual/Performance-Based Placeholder setup document - <https://education.ky.gov/districts/tech/sis/Documents/VirtualandPerformanceTrainingDocument.pdf>
- Non-Traditional Instruction Guidance Document - <https://education.ky.gov/school/innov/Pages/Non-Traditional-Instruction.aspx>
- District Support Contacts –
  - Josh Whitlow: [josh.whitlow@education.ky.gov](mailto:josh.whitlow@education.ky.gov) – ext.4450
  - Jessi Carlton: [jessica.carlton@education.ky.gov](mailto:jessica.carlton@education.ky.gov) – ext.2468