SCHOOL NAME:

Attendance Review 2023-2024

School District Name:

Principal Name: School Attendance Staff Name:

Full-Time Virtual Student Attendance Processes and Procedures – 704 KAR 3:535; Tracking Information

Item	Description	Yes	No
14.0	Determine if seat time and/or V/PB is correctly used within A8 or A1 full-time virtual setup (K-4 seat time only with attendance check minimum of 2 periods, 5-12 seat time each period or V/PB) (Request examples of students from district and manually check schedules to determine set up is correct)		
14.1	Seat time set up only: determine if Blended Learning Groups were created to track seat time virtual students (Scheduling | Blended Learning | New Blended Learning Groups)		
14.2	Seat time set up only: determine if Virtual Attendance Preferences are turned on and set to run daily or weekly. (System Administration | Attendance | Virtual Attendance Preferences)		
14.3	Determine if courses are marked for attendance (Ad hoc: TBD)		
14.4	Examine a full-time virtual student attendance to determine if NVP and other attendance codes are being entered for full-time virtual courses (Path: Attendance | Classroom Monitor)		
14.5	Notes and Discrepancies:		

KDE Reviewer Signature: _____   Date: _____