

To: K8 Schools

Subject: Reminders for Taking Attendance in Simple Schedule Schools

Dear Leaders of Simple Schedule Schools,

Below are important reminders about attendance-taking practices in Simple Schedule schools.

How can half days be reflected with AM/PM attendance?

Please remember that attendance should be taken once a day in the morning. By taking attendance, the student is automatically marked present in the AM and PM period. If a student is present for the AM period they are considered present for the whole day, even if they do not attend the PM period. While attendance should be taken every morning, teachers should complete entry of their daily attendance by 4pm.

If a student attends the AM or the PM periods, attendance can be reconciled to accurately reflect period attendance. More details on reconciling attendance are provided below. Per the [Attendance and Truancy Guidelines](#) (p.6), a student can be marked as absent in the AM if they arrive two hours after the start of the school day and a student should be marked absent in the PM if leave more than two hours before the end of the school day.

Who can reconcile attendance?

If adjustments need to be made to student attendance to record a half-day absence, or to update attendance information for a student after 4pm, these updates need to be made in the Tools side of Infinite Campus. The Secretary, Climate Manager, SIS Attendance Support Specialist, and SIS Enrollment Support Specialist all have the access required in the SIS to reconcile attendance.

The teacher should communicate with the Secretary or another support person listed above to reconcile the attendance both moving forward and retroactively from September 2nd forward.

Are Simple Schedule schools expected to track for each scheduled class?

No, for Simple Schedule Schools, we are only asking for attendance to be taken for AM/PM Periods. We have gotten questions about whether schools need to track student attendance for each scheduled class. The SIS captures information for AM/PM periods only, and therefore does not capture student attendance in specific classes (such as specials that occur outside of the homeroom, or those taught by rotating teachers in Middle School Grades). There is no expectation that additional data be tracked at the class level.

Where can staff at my school go for support?

As always, reach out to your Attendance Coach or the Office of Attendance & Truancy at attendanceandtruancy@philasd.org for support. If you have any questions about taking attendance in the SIS, refer to Attendance steppers linked on philasd.org/sishelp.

- [Resolving Homeroom Attendance with Classroom Monitor](#) - for use by Secretaries, Climate Managers, SIS Attendance Support Specialists, SIS Enrollment Support Specialists
- [Taking Attendance at K-8/Simple Schedule Schools](#) - for use by teachers