A.   Attendance

Students participating in IDEA's Virtual Academy will attend school synchronously / live from 8:00am CST to 2:50pm CST daily. Teachers will take attendance for each class, and students are expected to attend the class virtually for the full class time. Students must be on camera throughout each class session in order to be counted present. Students who are note on camera will be marked absent.

Teachers will also use several methods to check attendance and verify student engagement; these may include monitoring to see that students have their cameras on and are visible in the class, having students interact with the teacher and other students verbally through the virtual environment, and asking students to respond to questions through a chat box, etc.

The official attendance time for all Virtual Academy classes is 9:50 a.m CST.

B.   Absences Requirements

If a student has need to be absent from a Virtual Academy class, parents must notify by emailing their Teacher and the Virtual Academy SIS Coordinator as soon as possible before the absence. Upon the student's return to school, the parent must provide a written note to the Virtual Academy SIS Coordinator that explains the absence. The note must be signed by a parent. If an absence note is not provided, the absences will be coded as unexcused.

Parents should also be aware of the following:

- Absence notes *must not* be provided to your child's teacher(s). Instead, absence notes must be provided to the Virtual Academy SIS Coordinator.
- All absences are considered "unexcused" until the Virtual Academy SIS Coordinator receives an written explanation of the absence.
- Students who have 10 or more unexcused absences in a 6 month period will be transitioned back to In-Person Learning.

Absences that are considered "excused" with parent note and/or documentation
"Excused" or "Unexcused absences are determine based on provided written note

- Medical or dental appointments
- Personal illness (with a Doctor's note)
- Death in immediate family
- Observing religious holy days
- Other excused absences identified in IDEA policy and the Student and Family Handbook and Student Code of Conduct.

*Please Note: Family vacations scheduled during regular school days are not acceptable absences and will be counted as unexcused regardless of the number of days.

Local Attendance Codes

Code	Description	Absent or Present	Excused or Unexcused	Exception #
A	Absent	Absent	Unexcused	N /A
B	TAPS for Vet Funeral	Present	Excused	8
C	Court Appearance	Present	Excused	9
COL	College Visit	Present	Excused	15
COV	Covid/Quarantine	Absent	Excused	N/A
CTZ	Citizenship	Present	Excused	12
D	Doctor's Excuse	Absent	Excused	N/A
DC	Dual Credit	Present	Excused	1
DF	Department of Family and Protective Services	Present	Excused	10
EV	Early Voting or Student Election Clerk	Present	Excused	11
EX	Extracurricular Activity	Absent	Excused	N/A
FRL	Funeral	Absent	Excused	N/A
H	Homebound	Present	Excused	N/A
I	In School Suspension (ISS)	Present	Excused	N/A
L	Left Early	Absent	Unexcused	N/A
MED	Medically Excused	Present	Excused	14
MEN	Mentorship for DAP	Present	Excused	6
ML	Military Visitation	Present	Excused	17
MLE	Military Enlistment	Present	Excused	16
NAT	Naturalization Ceremony	Present	Excused	13
O	Out of School Suspension (OSS)	Absent	Excused	N/A
P	Parent Excuse	Absent	Unexcused	N/A
R	Religious Holy Day	Present	Excused	7
SA	School Activity Board Approved	Present	Excused	4
TA	Tardy Absent	Absent	Unexcused	N/A
TP	Tardy Present	Present	Excused	N/A
TS	TX School for Blind and Visually Impaired or Deaf	Present	Excused	5
TX	TX Virtual School Network	Present	Excused	3
WBL	Work-Based Learning	Present	Excused	2

Note: In this table "absent" and "present" refer to FSP funding. "Excuse" and "Unexcused" are determined by the local board. "Tardies" are not recognized by the state but are locally accepted codes.

Explanation of Local Codes:

•**Absent (A):** Used for students who were absent for funding purposes and have not provided any documentation for the absence.

•**Doctor's Excuse (D):** Used for students who were absent for funding purposes and submitted a note from a doctor (U.S. and internationally).

•**Funeral (FRL):** Used for students who attended a funeral and have submitted documentation from the funeral home or parent.

•**Homebound (H):** Used for General Education and Special Education students who have received instructional hours under the homebound program.

•**In School Suspension (I):** Used for students who were suspended in school and supporting documentation has been provided by the Campus Behavior Coordinator.

•**Left Early (L):** Used for students who leave school early without going to the doctor, who leave after OATT, or for students who left early for a medical appointment and have not brought an excuse.

•**Out of School Suspension (O):** Used for students who were suspended outside of school and supporting documentation has been provided by the Campus Behavior Coordinator.

•**Parent Excuse (P):** Used for students who bring a note from a parent or other form of documentation that does not fall under any of the other categories.

•**Tardy Absent (TA):** Used for students who arrive to school after the official attendance taking time.

•**Tardy Present (TP):** Used for students who arrive to school before the official attendance taking time. Note: When being used for OATT, time in should not be more than 15 minutes before OATT.