



Reminders about attendance:

- Teachers will take attendance 1 time per week, during their assigned class time.
- Schedule is here: [Dept Meeting Schedule](#)
- Just like a regular school day, attendance is taken for each class. 2 classes = taking attendance 2 times
 - We need you to participate so that we can gather information about student health, track student progress in your courses, and keep parents informed.
 - Your parents still need to call in if you are ill or out of town.

How Teachers Will Take Attendance:

1. Teachers will post a yes/no question or assignment in Google Classroom.
2. Students respond to the question in Google Classroom before the next day
3. If students do not respond via Google Classroom, teachers will: record student names, and email students and parents.
4. If students or parents do not respond to the teacher's email, Ms. Wiley will follow-up with parents.