



Sheppard Pratt

Sheppard Pratt Schools COVID-19 Attendance Policy

Present/Attending versus Absent/Not Attending

According to the Maryland Student Records Manual, a student is “present” or “attending” if the student is attending an instructional program approved by the State, local school system, and/or school. This means a student is physically on school grounds or is participating in instruction or instruction-related activities at an approved off-grounds location. A student is “absent” or “not attending” if the student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day

Full/Partial Day Attendance

A student is reported for a full-day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for greater than half of the school day. A student is “present” or “attending” for a partial day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for 10% to 50% of the school day.

COVID-19 and Distance Learning

During COVID-19 Sheppard Pratt Schools will maintain students on the regular school roll and count the students present, except when a student is not available for distance learning and/or on-site learning; then he/she/they will be counted absent. A student scheduled for less than a full day is to be counted present based on the amount of time he/she/they is scheduled to attend distance learning.

Present/attending during distance learning is defined as evidence of “engaging with the assigned material” at least one timer per day. Evidence of attendance will be measured in at least one of the following ways:

1. Google check in forms
2. Assignments submitted that were due on that day
3. Questions to answer on Google Classroom
4. Participation in an online discussion
5. Google Form requesting receipt of assignment or instructions
6. Class participation during the scheduled class time g. Student participation during scheduled related services
7. Phone call with the teacher or Related Services provider

The student will receive an unexcused absence during distance learning when:

1. A student does not participate in any part of the learning activities for the day,
2. Has not checked in with the teacher
3. When the student’s parent does not contact the teacher.



Sheppard Pratt

The following codes will be used to record absences for Sheppard Pratt School students.

Lawful Cause of Absence - COMAR 13A.08.01.03

Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions.

Attendance Code	Description
00	Distance Learning
01	Death in the immediate family. The LEA shall determine what relationships constitute the immediate family.
02	Illness of the student. The principal shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness.
04	Court Summons
07	Hazardous weather conditions. This shall be interpreted to mean weather conditions which would endanger the health or safety of the student when in transit to and from school.
08	Work approved or sponsored by the school, the LEA, or the State Department of Education, accepted by the local superintendent of schools or the school principal, or their designees as reason for excusing students.
09	Observance of a religious holiday
10	State of Emergency
13	Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.
17	Health Exclusion
18	Suspension
19	Lack of authorized transportation (does not include students denied authorized transportation for disciplinary reasons).
22	Pregnancy and parenting related conditions

Unlawful Cause of Absence - COMAR 13A.08.01.04

An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed unlawful and may constitute truancy. Local Education Agency's may add specified criteria for unlawful absences to local board approved attendance policies.

Attendance Code	Description
20	Truancy; A truant is a student (age 5 through 20) who is absent without lawful cause as defined in COMAR 13A.08.01.03 from attendance for a school day or portion thereof
21	Other unlawful absence



Sheppard Pratt

Recording Attendance

Each Sheppard Pratt School will have a designee responsible for recording student attendance in SEPHSims. Designees will also be responsible for verifying absences/tardiness.

Excessive Absences

When a student is absent for 10 consecutive or cumulative days, Sheppard Pratt Schools will alert the Local School System of the students' absences and provide the dates and reasons for the absences. The school will then await guidance from the Local School System.