Since the beginning of the 2020-2021 school year, WVDE guidance has emphasized the importance of monitoring and recording student attendance/engagement for in-person and virtual learning scenarios. High-quality attendance data for all students is critically important.

As a reminder:

» Schools, districts, and the WVDE are required to report attendance data for all students, including reports produced for state and federal purposes.

» Teachers and administrators need accurate and reliable data to help them monitor student progress and determine needed supports.

» Currently, we must rely on attendance data to determine students' eligibility for P-EBT benefits.

It is imperative that attendance data be recorded for all students in a way that provides accountability and recognizes student efforts to engage in the educational process. At this time, instead of focusing on physical presence during instruction, it is necessary to track meaningful engagement in the virtual learning environment. Virtual learning models provide more flexibility for students and more individual accountability for the completion of work.

Please consider the following guidance to inform decisions about whether students should be coded as present for or absent from virtual learning:

» If a virtual or remote student misses a virtual class meeting but is completing assignments, it is appropriate to code them as present/engaged (V1).
  › Rationale: There are many circumstances that could lead to a student not participating in a virtual class meeting, the V1 code acknowledges the student's engagement in the learning process.

» If a virtual or remote student misses a virtual class meeting, is not completing assignments, and does not provide an excuse, it is appropriate to code them as absent/unengaged (Z1).
  › Rationale: Students in virtual or remote settings have flexibility in when they choose to engage in their learning activities. The Z1 code provides a way for schools to hold students accountable for the completion of work in a virtual environment.

» In those cases where students may log in for virtual class meetings but are not engaged in class discussions or are not turning in their work, you can choose to give them credit for showing up (V1) or you may decide to hold them accountable for failing to engage in their work (Z1).
  › Rationale: Consider the following example. A student is physically present in a class but sleeps the entire time. That student—although they were not engaged in learning in any meaningful way—would still be counted as present. Potentially, this scenario is happening in virtual class meetings, as well. Counties may determine which code to use in these types of scenarios.

Scenario	Appropriate Code	Notes/Rationale
Student is in quarantine for two (or more) weeks due to a positive COVID-19 test or contact with someone who has tested positive; student is participating in learning activities as assigned during the quarantine period	V1 (Virtual Learning/ Engagement)	**Presence:** Students in quarantine are unable to participate in school-based learning due to extraordinary health-related circumstances and must participate virtually from a home location.
Student is in quarantine due to a positive COVID-19 test or contact with someone who has tested positive; student is not participating in learning activities or making progress on assignments during the quarantine period	Z1 (Virtual Non-Engagement/ Non-Participation)	**Absence:** Learning activities are available to the student through virtual means, but he/she is absent (not participating or making progress) while excluded from in-school learning.
Student is participating/engaged in learning activities in an other-than-school location as part of a planned virtual learning/non-traditional instructional day or a full-time virtual learning option; student is progressing as expected or in other ways meeting expectations for participation	V1 (Virtual Learning/ Engagement)	**Presence:** Students who are participating in virtual learning as part of a planned hybrid schedule or a full-time virtual enrollment option should be coded as present if they are participating in learning activities and/or are completing assignments as expected.
Student is supposed to be engaged in learning activities in an other-than-school location as part of a planned virtual learning/non-traditional instructional day or a full-time virtual learning option, but student is not engaged/participating in learning activities (or making progress on assignments)	Z1 (Virtual Non-Engagement/ Non-Participation)	**Absence:** Students engaged in learning in virtual settings/formats have flexibility in when they choose to engage in their learning activities and should be accountable for the completion of work, including being coded as non-participants/ non-engaged in available learning opportunities.