



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

DATE: June 27, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **Student Attendance in the 2022-2023 School Year**

The intent of this memorandum is to clarify the options available to school divisions in determining the attendance of students receiving remote instruction for the 2022-2023 school year as school division staff prepare to close out their attendance reporting for the year.

Consistent with the guidance provided to school divisions in [Superintendent’s Memorandum #230-21](#) dated August 18, 2021, each school division’s attendance policy should articulate what constitutes “in attendance” otherwise known as “meaningful engagement” for remote instruction days. Students are then counted as present or absent in accordance with that policy for any remote learning day. Examples of what might be included in the attendance requirements for various instructional delivery models are provided below. As background, this chart was originally included in [Superintendent’s Memorandum #188-20](#) dated July 24, 2020.

Tracking Student Attendance in Various Instructional Delivery Models

	In-Person	Remote - Online	Remote - Other
Time-based	<ul style="list-style-type: none"> Physical presence during the scheduled instructional day 	<ul style="list-style-type: none"> Virtual presence for a synchronous online lesson Login time to a learning management system Activity log on a learning management system Total time log on a learning management system 	<ul style="list-style-type: none"> Submission of a time log Phone call Face-to-face meeting (may be an option for divisions have students come in for packet or

	In-Person	Remote - Online	Remote - Other
		<ul style="list-style-type: none"> • Phone call or real-time online chat • Timestamp for posts or submissions 	work collection/drop-off)
Task- or Product-based	<ul style="list-style-type: none"> • Participation in classes or submission of coursework 	<ul style="list-style-type: none"> • Participation in a synchronous online lesson • Demonstrated evidence of engagement with peers for collaborative work • Engagement on a discussion board • Email exchange • Phone call • Submission of task or assignment • “View” tracker for asynchronous online lesson 	<ul style="list-style-type: none"> • Submission of task, product, or assignment

Please note that school divisions’ attendance policies may include different requirements for remote instruction than what is provided in the chart. However, the requirements for attendance included in the division’s policy should be used to determine whether a student receiving remote instruction should be considered present or absent.

Student attendance data are collected through the end-of-year (EOY) Student Record Collection (SRC) which is due July 14, 2023, with final verification due to the Department by July 21, 2023. A school division can continue to update 2022-2023 school year data if they have not submitted final verification. If a division has completed the EOY SRC verification process and needs to make changes, contact Brittney Kanard in Data Services at Brittney.Kanard@doe.virginia.gov to reopen the data collection window.

Please be aware that the guidance included in this memorandum is not applicable beyond the 2022-2023 school year. Additional guidance regarding attendance requirements for 2023-2024 and beyond will be provided in a subsequent communication.

For more information or questions, see the table below with contact information.

Topic	Contact	Contact Information
Attendance Guidance	Joseph Wharff, Office of Student Services	Joseph.Wharff@doe.virginia.gov or (804) 225-3370
EOY SRC	Brittney Kanard, Office of Data Services	Brittney.Kanard@doe.virginia.gov or (804) 225-3909
Chronic Absenteeism	Amy Siepka, Office of Accountability	Accountability@doe.virginia.gov or (804) 225-2102
Statutory or Regulatory Requirements	Office of Policy	Policy@doe.virginia.gov or (804) 225-2092

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