

This Attendance and Truancy Policy: School Year 2022
rescinds and supersedes all previous policy, memoranda,
and/or guidance promulgated by DCPS on this subject matter.

Chancellor Approval: _____
Effective: August 30, 2021

Attendance and Truancy Policy School Year 2022

I. PURPOSE AND SCOPE

DCPS seeks to become an anti-trauma school district that is trauma responsive and aligned to a whole child approach that supports educators in meeting each child person and virtual students unless specifically stated otherwise.

II. AUTHORITY AND APPLICABLE LAW

Source	Citation
District of Columbia	

III. KEY TERMS AND DEFINITIONS

Absence means a full or partial school day on which the student is not in attendance during scheduled periods of instruction and is not in attendance at a school approved activity that constitutes part of the approved school program. DCPS differentiates between excused and unexcused absences, as explained further in this policy below.

Absenteeism means a pattern of not attending school, including the total number of school days within one school year on which a student is marked with an excused or unexcused absence.

Attendance Action Plan means a written document that is designed to meet the individual and

excused.¹⁸ Written notes may be submitted via email, text messages, and other written electronic communications. Upon receipt of appropriate notification, schools must update absences as excused within 48 hours.

- Take OuChildren to Work Day and
- Religious events or celebrations outside of a religious holiday (up to five cumulative days school year)

The following absences may also be excused without

For students who are required to quarantine but not at the direction of DCPS (e.g., because a family member tested positive for COVID-19 and they were contacted by a contact tracer), the parent/guardian must provide written documentation of the quarantine. The written note must include the date of COVID-19 exposure; the length of time the student has been directed to quarantine by a medical professional or contact tracer; and known identifying information for the medical professional or contract tracer.

For families who have not been directed to quarantine by a contact tracer or medical professional who have determined on their own that a student should quarantine (e.g., because the student was potentially exposed to COVID-19 or has traveled outside the District of Columbia, Maryland, Virginia (DMV) area), the parent/guardian must consult with a medical professional to confirm the recommended length of quarantine or provide a COVID-19 test result administered 5 days after the potential exposure.

D. Immunization and Attendance Requirements

To attend school in the District of Columbia, including public, private, parochial, and independent schools, students must be immunized in compliance with DC Health's requirements.^{23,24} DCPS does not establish vaccination requirements but must verify that all students comply with these requirements.

2. Other Activities

Students participating in DCPS sponsored events, field trips, or study abroad travel during the regular school day are considered present.

3. Individualized Education Program (IEP) Activities

	<p>threshold, along with a report that summarizes the barriers identified during SAC meetings.</p> <p>Students who have reached the 5-day unexcused absence threshold are reviewed by the MTSS Leadership Team to consider whether more targeted supports are needed. If a Tier II or III referral is needed for any student, this referral will be made in the MTSS system and school-based MTSS intervention POC will reach out to the AC/AD for existing SAC documents.²⁸</p>
7 cumulative days of unexcused absences	<p>AC/AD sends Metropolitan Police Department (MPD) Warning Letter to parent using Aspen.</p>
10 cumulative days of unexcused absences	<p>AC/AD sends mails 10-Day Universal Absence Letter to parent from Aspen.</p> <p>MTSS Leadership Team reviews lists of all students (ages 5-17) who have reached the 10-day unexcused absence threshold to consider whether more targeted support is needed. If a Tier II or III referral is needed for any student, this referral will be made in the MTSS system and school-based MTSS intervention POC will reach out to the AC/AD for existing SAC documents.</p> <p>Note for students aged 5 – 13 only who have 10 cumulative full-day absences</p>

timelines on an annual basis. Implementation of this policy will be reinforced through a central oversight process that includes regular data reviews, record sampling, reviews of underlying documentation, site visits as needed. This framework will ensure that together we build a system of continuous improvement and prevent noncompliance. For key guidance and support with questions, training, or implementation, please visit dcps.dc.gov.

DCPS is committed to serving every student with equity, excellence, transparency, and accountability. For any concerns or violations about this directive, contact the Chief Integrity Officer either by completing the [Online Referral Form](#) or send your concern via email to dcps.cio@dc.gov.

VI. CENTRAL SERVICES RESOURCES FOR SCHOOL LEADERS

A. Attendance and Truancy Questions

For key guidance and support with questions, training, or implementation please contact the attendance point of contact assigned to your cluster. If you need additional assistance or assistance identifying your cluster point of contact, please contact Andrea Allen, Director of Attendance and Support Services at Andrea.Allen@k12.dc.gov.

B. Attendance Data Entry

Attendance POCs are responsible for ensuring the accuracy of school level attendance information in Aspen. School principals are responsible for certifying the accuracy of school level attendance. For assistance with the entry and maintenance of student attendance data, please contact the school's assigned attendance specialist. For key guidance and support with Aspen, please contact the Helpdesk at 202-442-5717.

Last updated 8/6/21

Appendix A: Virtual Instruction for Medically Eligible Students

At the start of school year 2021-22, DCPS will offer virtual instruction for a limited number of students who meet medical eligibility requirements.¹⁴ Additional information about virtual instruction, including eligibility requirements, can be found <https://dcpsreopenstrong.com/sy22/virtual/>.

Medically-eligible students accessing virtual instruction will be required to attend daily synchronous (i.e., live) instruction with their assigned teacher according to their course schedule. All relevant sections of this

Appendix B: Temporary Remote Learning (including Quarantine)

With evolving health guidance and changing health conditions, there may be times when individual students, groups of students, entire classes, entire grades, or larger numbers of students may need to quarantine or otherwise need to participate in learning remotely.

If the need to quarantine or participate in learning remotely is determined during a school day, the school will send devices home with students. If the need to quarantine or participate in learning remotely is determined outside of school hours, the school will determine on a student basis how to arrange for a safe device pick-up or hard copy material pickup/drop-off.

A. Recording Student Attendance