

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**

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## South Carolina Virtual Attendance (SC-VTP)

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# **Guidance for Confirming and Documenting Virtual Attendance**

## **Introduction**

This document provides procedural guidance for coding virtual attendance in the Student Information System (SIS; e.g., PowerSchool) as outlined in the memo [“Guidance for Confirming and Documenting Attendance.”](#) and for using the virtual present code “SC-VTP” in PowerSchool when delivering instruction in a virtual environment or a hybrid model.

## **Virtual Attendance Definition**

Virtual attendance refers to the delivery of instructional content that does not occur in a physical classroom on school grounds or school property. This includes instruction provided via an online or electronic platform, as well as instruction provided in a physical offsite location separate from school property. Virtual attendance is determined by whether or not a student submits work or participates in assigned activities in accordance with the classroom teacher’s written requirements.

Students receiving virtual instruction who submit assignments or participate in assigned learning experiences by the deadline established by the classroom teacher should be considered present. Students who fail to submit assignments or participate in the assigned learning experience(s) by the deadline established by the classroom teacher should be considered absent. Whether the absence is “excused” or “unexcused” should be established by district procedures and policies and be consistent with state law and regulations.

## **Hybrid Schedule**

For a hybrid schedule (onsite instructional days combined with virtual instructional days), if assignments are to be completed over a number of scheduled virtual days and students submit the assignments by the deadline established by the classroom teacher, they should be considered present for each of the associated virtual instructional days. To reduce the possibility of students being unaccounted for, educators must reconcile virtual attendance at least weekly.

## **Addressing Student Attendance due to COVID-19**

Students not participating in instruction (virtual or non-virtual) due to reasons associated with COVID-19 should be marked absent. Absences associated with COVID-19 should be excused, using the “SC-FLU” code along with a descriptor in the comment field: “COVID-19”.

Students who are quarantine due to COVID-19 exposure may be offered virtual learning instruction during that timeframe.

## **Section I: General Procedure for Recording Virtual Attendance**

The “SC-VTP” code is available to record attendance for virtual instruction. This a present code, which should be entered on the days or class periods for which a student is expected to receive virtual instruction. As detailed below, “SC-VTP” should be changed to an absent code if a student fails to participate or complete an assignment in accordance with the classroom teacher’s written requirements.

The “SC-VTP” code is released with PowerSchool State Reporting version 20.8.1.0. Each school district must run the Attendance Standardization process to add the new code to PowerSchool. Districts should give teachers access to the “SC-VTP” code if its use is not limited to administrators only.

“SC-VTP” attendance should be marked in advance of specific days students receive virtual instruction. This will help identify the students who are receiving virtual instruction on specific days and allow teachers or attendance clerks the ability to update with absent codes when reconciling attendance each week. If the district is using Tracks in PowerSchool, a functionality (described below) exists to prefill “SC-VTP” in advance for students in a Track receiving virtual instruction on a specific day. School districts should determine how far in advance “SC-VTP” will be prefilled or entered by the teacher or attendance clerk.

**Note:** Attendance should be reconciled weekly to ensure schools can identify students who are not attending in person or receiving virtual instruction. For students who have reached the level of truancy, the district should follow the procedures outlined in [Regulation 43-274 Student Attendance](#).

### **Taking Daily Attendance and Meeting Attendance Utilizing the “SC-VTP” Code**

#### **Daily Attendance**

When recording daily attendance, the student should be marked absent or present in the bridge period. The “SC-VTP” code should be used when a student is participating in a virtual learning experience. When a determination is made a student marked “SC-VTP” failed to participate or complete an assignment in accordance with the classroom teacher’s written requirements, the student should be assigned an “excused” or “unexcused” absent attendance code for each day such a determination is made.

#### **Meeting Attendance**

When recording meeting attendance, the student should be marked absent or present in each period. The “SC-VTP” code should be assigned when a student is participating in a virtual learning experience. When a determination is made a student marked “SC-VTP” failed to participate or complete an assignment in accordance with the classroom teacher’s written requirements, the student should be assigned an “excused” or “unexcused” absent attendance code for each class period such a determination is made.

## Section II: Best Practices and Specific Scenarios for Recording Virtual Attendance

Provision of virtual instruction varies widely across school districts; however, common best practices for recording virtual attendance should be considered for applicability to specific districts.

1. *If possible* and if in accordance with the classroom teacher’s written requirements, exceptions to “SC-VTP” attendance (i.e., absences) should be marked if/when students fail to log into the class during the regularly scheduled class time. This is especially true when teachers provide instruction in a synchronous learning environment and are able to take realtime attendance (e.g., scheduled Zoom sessions).

**Hybrid model scenarios:** The following table models attendance during a week where students are onsite Monday and Tuesday and virtual the remainder of the week. Note, the teacher’s written classroom procedures and district policy could alter the Attendance Results for each scenario.

Scenario	Attendance Result
Student <b>A</b> attends school on Monday and Tuesday and successfully submits/participates in <u>all</u> assigned virtual learning experience(s) by Friday	Student is marked present Monday and Tuesday; “SC-VTP” for the remainder of the week
Student <b>B</b> attends school on Monday and Tuesday and fails to submit/participate in <u>all</u> assigned virtual learning experience(s) by Friday	Student is marked present Monday and Tuesday; absent Wednesday through Friday
Student <b>C</b> does not attend school on Monday or Tuesday and successfully submits/participates in <u>all</u> assigned learning experience(s) by Friday	Student is marked absent for Monday and Tuesday; “SC-VTP” for the remainder of the week
Student <b>D</b> attends class Monday, is absent Tuesday and fails to submit/participate in <u>all</u> assigned learning experience(s) by Friday	Student is marked present for Monday and absent for 4 days
Student <b>E</b> attends class on Monday and is absent on Tuesday but successfully submits/participates in <u>all</u> assigned learning experience(s) by Friday	Student is marked present for Monday; absent for Tuesday; and “SC-VTP” for the remainder of the week
Student <b>F</b> does not attend school Monday or Tuesday and fails to submit/participate in <u>all</u> assigned learning experience(s) by Friday	Student is marked absent for the entire week

## Section III: Prefilling Attendance Using In-Session Tracks

A functionality in versions of PowerSchool of 20.4.3.0 and higher allows attendance to be mass-filled for students in different “Tracks.” Tracks are essentially a mechanism that groups students for different purposes, such as attending school in-person, remotely, or in a hybrid model. This functionality allows “SC-VTP” to be prefilled for students receiving virtual/remote instruction on specific days.

Prefilling “SC-VTP” attendance can be accomplished in the PowerSchool SIS Teacher portal or within a teacher’s schedule on the PowerSchool SIS Admin portal on the Single-day Attendance tab. A general procedure PowerSchool Administrators can follow to configure this functionality is below. Note that prefilling attendance can be accomplished by the classroom teacher and/or the school attendance clerk. However, the functionality must be configured by the district

PowerSchool Administrator unless that authority has been delegated to another staff member. For more detail, consult PowerSchool Community Support as well as *The PowerSchool Insider* #90: <https://help.powerschool.com/t5/Insider-Videos/PowerSchool-Insider-Episode-90-July-17-2020/ta-p/93916>.

1. Assign a Track to each student. The Track field is located on the student's current enrollment under Transfer Information and on the Modify Information page. The database field is "students.track".

**PowerSchool SIS**

Start Page > Student Selection > Edit Current Enrollment

### Edit Current Enrollment

Ableson, Omarah Sherell 10 20496 B THS1

Entry Date	08/01/2020
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	Retained
Exit Date	08/01/2021
Exit Code	
Exit Comment	
Full-Time Equivalency	Full Time Student
Grade Level	10
Track	B
District of Residence	Calhoun County Schools (901)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

2. Teachers and Administrators can turn on the Group by Track option on the Single-day Attendance page in the PowerSchool SIS Teacher portal and under teacher schedules in the PowerSchool SIS Admin portal. The setting is stored per user. Note, all students appear as one group before turning on the Group by Track option. The following two screenshots show teachers' view before and after the Group by Track option is enabled.

**Record Meeting Attendance: AP ENG.LANG/COMP - 3(A)**

**⚠** By submitting attendance on this page you are verifying that attendance has been taken for this entire class. Blank attendance code

Attendance Code: (Present) | Date: Thu 7/30 (Today) | Classes: Show Multiple Sections | Group By Track: Off

Students	Alerts	Attendance: Thurs
Aguirrezabala, Ardean		<input type="text"/>
Dalzell, Kalyanna		<input type="text"/>
Dowzell, Kiana		<input type="text"/>
Fidal, Hady		<input type="text"/>
Fishpool, Cleason Mikel		<input type="text"/>
Gurley, Javeyon		<input type="text"/>
Herschoft, Vaeshia		<input type="text"/>
Hindhaugh, Brecklyn		<input type="text"/>
Jessinghouse, Decarlo		<input type="text"/>

**Record Meeting Attendance: AP ENG.LANG/COMP - 3(A)**

**⚠** By submitting attendance on this page you are verifying that attendance has been taken for this entire class. Blank attendance codes

Attendance Code: (Present) | Date: Thu 7/30 (Today) | Classes: Show Multiple Sections | Group By Track: On

Students	Alerts	Attendance: Thurs
<b>No Track Assigned</b>		<input type="button" value="Fill Code"/>
Meidinger, Lakitha		<input type="text"/>
Rabier, Deluvina		<input type="text"/>
Roseth, Clifflie Ann		<input type="text"/>
Yellep, Siniyah Lee		<input type="text"/>
<b>Track A</b>		<input type="button" value="Fill Code"/>
Aguirrezabala, Ardean		<input type="text"/>
Dowzell, Kiana		<input type="text"/>
Fishpool, Cleason Mikel		<input type="text"/>

- To record attendance, set the Attendance code, and then click “Fill Code” for the Track of students receiving that attendance code for that day. Click Submit to save your changes.

### Record Meeting Attendance: AP ENG.LANG/COMP - 3(A)

⚠ By submitting attendance on this page you are verifying that attendance has been taken for this entire class. Blank attendance codes w

**Attendance Code**

**Date**

**Classes**

**Group By Track**

 **On**

Students	Alerts	Attendance: Thursda
<b>No Track Assigned</b>		<input type="button" value="Fill Code"/>
Meidinger, Lakitha		<input type="text"/>
Rabier, Deluvina		<input type="text"/>
Roseth, Clifffie Ann		<input type="text"/>
Yellep, Siniyah Lee		<input type="text"/>
<b>Track A</b>		<input type="button" value="Fill Code"/>
Aguirrezabala, Ardean		SC-UNEX <input type="button" value="🗨"/>
Dowzell, Kiana		SC-UNEX <input type="button" value="🗨"/>
Fishpool, Cleason Mikel		SC-UNEX <input type="button" value="🗨"/>
Hindhaugh, Brecklyn		SC-UNEX <input type="button" value="🗨"/>
Marven, Yaitza		SC-UNEX <input type="button" value="🗨"/>
Paddemore, Rossetta		SC-UNEX <input type="button" value="🗨"/>
Pankonin, Gregorio		SC-UNEX <input type="button" value="🗨"/>