TO: District Superintendents

FROM: Molly M. Spearman
State Superintendent of Education

DATE: March 17, 2020

RE: Coding Student Attendance for COVID-19 Closure

The length of time specified in the executive order of March 15, 2020, exceeds the waiver
discretion allowed by Section 59-1-425 for local school boards and the State Board of Education.
The State Superintendent of Education will request relief from the appropriate body.

To accurately reflect current circumstances in the student information system the following steps
need to be taken:

1) The “in-session flag” on the school calendar should be unchecked for the period outlined
   in the executive order.

2) If the days are waived the “in-session flag” should be checked immediately.

Evidence of participation should not be reflected in attendance; rather, it should be reflected in
the quality of student work and the feedback generated by that work. All students should be
counted as present.