MEMORANDUM

TO: District Superintendents
Principal
Attendance Supervisors

FROM: Sabrina B. Moore, PhD
Director, Office of Student Intervention Services

Dan Ralyea
Director, Office of Research and Data Analysis

DATE: March 12, 2020

RE: COVID-19 Attendance Coding Guidance

In response to questions related to the coding of students affected by COVID-19, the South Carolina Department of Education (SCDE) issues the following guidance.

Absences associated with COVID-19 should be excused, using the SC-FLU code. To distinguish COVID-19 from the flu, districts must use the following descriptor in the comment field: COVID-19.

This descriptor will allow the SCDE to track the number of students with absences that can be attributed to COVID-19 and report that information to the South Carolina Department of Health and Environmental Control (DHEC).

To ensure that the information reported to DHEC is as accurate as possible, all schools are reminded that attendance must be taken for all classes and submitted daily through Enrich. To facilitate daily upload of the data, please configure the Automated Collect/Submit in Enrich.

If you have any questions, please contact either Dan Ralyea at DRalyea@ed.sc.gov or Dr. Sabrina Moore at smoore@ed.sc.gov.