

2022-2023

Casa Grande Online Learning Academy

Attendance Procedures

CGOLA attendance procedure aligns with the requirements set forth by the state of Arizona for calculating daily attendance for online learners.

Attendance and Progress Requirements

As an Arizona Online Instruction approved institution, students are required to participate in instruction a minimum number of minutes per school year. The minimum number of hours/minutes required for full-time equivalency status are:

Grade Level(s)	Required Annual Hours	Required Annual Minutes	Required Weekly Hours	Required Weekly Minutes	Required Daily Hours	Required Daily Minutes
Kinder	356	22,400	10	560	2.5	140
1-3	712	44,480	20	1,112	4.5	278
4-6	890	55,520	25	1,388	6	347
7-8	1086	67,840	30	1,696	7	424

[ARS §15-901](#)

Parents and legal guardians **must complete a weekly attendance log for each student logging the number of minutes they participated in academic tasks each day of that week for each enrolled course.** Academic tasks may include online synchronous (live) instruction, online asynchronous (independent) instruction, in-person, and offline learning activities directly related to the courses in which the student is enrolled. Attendance minutes can be generated at any hour, any day of the week between the first-day classes begin and student check-out per the CGESD School Calendar.

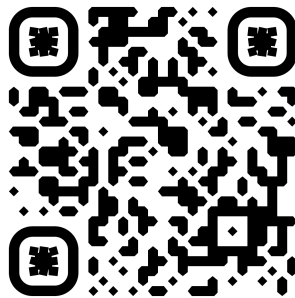
If attendance is not submitted for **2 consecutive weeks**, students will be withdrawn from CGOLA. Parents will have to re-enroll their child(ren) in order for them to continue their education at CGOLA. If a waiting list exists at the withdrawn student's grade level, their spot will be filled by the child that is first on the waitlist. The CGOLA staff will contact families prior to withdrawing students to provide an opportunity for attendance to be submitted and verify a family's desire to continue enrollment. Withdrawal of a student due to not submitting attendance is a disruption to their education and something we seek to avoid.

For short school weeks, such as the week of Labor Day, the week of Thanksgiving, the week of Veterans Day, the week of a school in-service, or a week containing an Early Release Day, the required annual minutes have been adjusted to reflect these changes. Students are not expected to complete assignments over breaks such as Fall Break, Christmas Break, or Spring Break.

For students not meeting these minimum requirements, a team including the parent and/or legal guardians, teachers, and principal shall meet to determine whether the student should be allowed to continue enrollment in CGOLA per [Governing Board Policy IHBHD](#) and [ARS §15-808](#).

When the school notices a student is not on track, parents or guardians (Learning Coaches) will be notified by the teacher and school office. Our goal is to ensure that every student enrolled in CGOLA is receiving a quality experience, is engaged and participating in their education, and that no matter the distance; has a connection to someone here. We will work together as a team to put a plan in place to improve attendance, increase understanding, arrange a supply drop or ensure all tools for success are in place. We care about our students and families, we are committed to working together for success.

Weekly Attendance Log - <https://forms.gle/BPtYAfckYso8qRw6>



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The learning week for our online students extends from Sunday through Saturday. While all school-based activities follow the adopted school calendar, student learning activities that count towards attendance can occur 24 hrs a day, 7 days per week. **Parents must submit each student attendance log by 11:59 pm on Sunday for all learning minutes completed the previous week.**

Process

1. To access the form either click the link labeled “Attendance” located in your teacher’s Canvas Course or Google Site and is additionally on this document as a QR code to scan.
2. Fill out the Weekly Attendance Log Form by Sunday by 11:59 pm for the previous week. Each field in the form must be filled out completely. Student ID numbers will be shared by the teacher. This form is completed by parents on a weekly basis but will require daily minutes to be recorded.
3. Hit Submit.

Attendance must be completed by families for each child on a weekly basis to continue enrollment at the Casa Grande Online Learning Academy.

For any questions about attendance please call our office at 520-836-6694.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____