Attendance Coding for EIS for Distance Learning

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As districts develop Continuous Learning Plans and open schools for the 2020-2021 academic year, the department is introducing a new attendance code to be used for any distance learning. This document is intended to provide information on how to record attendance for your students for the 2020-21 school year when employing a distance learning model.

The new 2020-21 attendance code **D**, **Distance Learning**, will be used for *positive attendance* reporting to track students that actively participate in instructional distance learning. Districts will be responsible for training school staff members to accurately record and report the 'D' attendance code for participating distance learning students in the local student information system (SIS) and the state's Education Information System (EIS).

Coding: Anytime distance learning is used to provide instruction, it should be considered a positive 'D' attendance code on the student's attendance record. Students that are physically in the building during the school day would continue to report attendance as appropriate.

2020-21 Valid EIS Attendance Codes:

Code	Type of Attendance Description
A	Excused Absence
D	Distance Learning
P	Present for Attendance
T	Excused Absence, but Present for Transportation
U	Unexcused Absence
X	Unexcused Absence but Present for Transportation

Absences: In the event that a child is absent on a school day when he/she is expected to participate, the school should report the day absent as excused or unexcused, just as they would for a regular absence. It is the responsibility of the school district to create a demonstrable way to accurately track the student is "present" for distance learning that is reflective of the district's attendance policy.

Because the 'D' attendance code is used for tracking positive attendance, it will not be included in the chronic absenteeism rate.

School Day Types: School day types will still be counted as Instructional (I) or Non-Instructional (N) days. It will be the district's responsibility to accurately reflect an instructional day in the district and school calendars. There will be no changes to how districts report stockpile inclement weather days.

Teaching Method Codes: EIS currently has three teaching method codes in the class section extract 31. If the districts choses to schedule classes using a combination of in-person and distance learning models, the teaching method should be classified as *Traditional*. If a district chooses to operate solely in a distance learning model, the school should use the Teaching Method code of D along with the attendance code of D for all days students are accounted for as present according to attendance policies.

Codes	Teaching Method
T	Traditional

Codes	Teaching Method
D	Distance Learning (other than online)
O	On-line Course

For further information or questions, please contact the District Technology team at district.technology@tn.gov or by calling 1-800-495-4154.