

BPS/ASPEN Start of School Attendance (Day 1-8)

Educators are advised to take Homeroom Daily Attendance under the Attendance top-tab and Daily side-tab during the first 8 days. Middle schools that usually take Daily Attendance in 1st period (rather than in homeroom) are also recommended to take Attendance in the Daily side-tab as well instead of the Class side-tab during the DNR period.

The "Show daily side-tab in Staff view" should be **enabled** for all teachers for the first 8 days under School top-tab > Setup > Preferences. Middle schools that take period attendance in the Class side-tab can turn it off **after the initial 8 days**.

Student Number	Name	Code	Attendance
		A T D C P	A [edit]
		A T D C P	A [edit]
		A T D C P	A [edit]

Day 1-8 Overview:

Day 1: All students will be set as absent and "Generated for DNR". Teachers will record the students that arrive on the first day as present or tardy. This will start their enrollment in your school.

Day 2-7: Students who were previously started will start each day as present. Students who have not reported to school will start each day as absent until the teacher records them as present or tardy, enrolling them in school.

Day 8: Students who have 8 days of absences will be DNRd (Did Not Report) and discharged automatically from the school.

With the first day of school on Monday, September 21, the date for the DNR withdrawal process will be the following Wednesday, September 30.

Unfortunately, we are unable to extend the DNR timeline this year as the enrollment snapshot for reporting students to the state still needs to be taken on October 1. As a result, it is very important that schools outreach to all students to ensure they report for school before October 1.

For more information about attendance policies during remote and hybrid learning, please click the following 2 links:

[Protocol for Student Attendance](#) | [Attendance Procedures \(Video\)](#)

For more information about the DNR Process for SY2021 go to [DNR Process For SY2021](#)

Frequently Asked Questions:

1. What if I realize that I have made a mistake after taking attendance?

Notify your school's attendance manager so that the mistake can be corrected as soon as possible. Correcting attendance mistakes, even after the day is over, will correct any mistakes in enrollment.

2. What if I know that a student is going to arrive a few days late?

Leave the student as absent until the day that they arrive; their enrollment will be the first day that you mark them present/tardy so it's important that they stay absent until they arrive at school.

3. What if a student comes to school but does not come back?

If a student comes to school for a few days but does not return, the school should record them as present for the days they attended and absent for the days they did not come. If you feel that the student is not going to return, the school should notify the enrollment office to discuss further.

4. Should I take class attendance on the Class side tab during the first 8 days?

Yes, teachers should continue to take Class Attendance during the first 8 days on the Class side-tab in addition to the daily attendance on the Daily side-tab.

NEW THIS YEAR:

5. For days of remote learning how much of the day does a student have to attend to be counted as present?

Over 50% of class time for the day. If a student attends less than 50% of a day they should be marked as "Virtual Absent"

6. If a student attends less than a full day of school in the first 8 days should I mark them present?

The first time a student attends class virtually they should be marked present regardless of how much school they attend so that their enrollment is started and they are not marked as a DNR. After that first day they should be marked Virtual Absent if they attend less than 50% of a school day.

7. How do I request a DNR exception?

If a student is unable to attend the first 8 school days (even while it is being conducted remotely) for reasons beyond the student's or guardian's control, a DNR exception request should be submitted by the school's headmaster/principal using the below [form](#). The form also includes some examples of what does and does not qualify for a DNR exception.

8. How do I know if my DNR exception request was approved?

The Welcome Services Department will follow up with schools regarding any DNR Exception Requests that have been denied or that they need more information regarding. If a DNR Exception Request has been approved the students will remain on the school roster and should be marked absent until they report to the school. You will not receive any communication from Welcome Services regarding approved DNR Exception Requests. For any questions please contact welcomeservices@bostonpublicschools.org.

[Click here for DNR Exception Request Form](#)