

SCHOOL NAME:

Attendance Review 2024-2025

School District Name:

Principal Name:

School Attendance Staff Name:

Full-Time Virtual Student Attendance Processes and Procedures – [704 KAR 3:535](#); [Tracking Information](#)

Item	Description	Yes	No
14.0	Determine if seat time and/or V/PB is correctly used within A8 or A1 full-time virtual setup (K-4 seat time only with attendance check minimum of 2 periods, 5-12 seat time each period or V/PB) <b>(Request examples of students from district and manually check schedules to determine set up is correct)</b>		
14.1	<u>Seat time set up only:</u> determine if Blended Learning Groups were created to track seat time virtual students <b>(Scheduling   Blended Learning   New Blended Learning Groups)</b>		
14.2	<u>Seat time set up only:</u> determine if Virtual Attendance Preferences are turned on and set to run daily or weekly. <b>(System Administration   Attendance   Virtual Attendance Preferences)</b>		
14.3	Determine if courses are marked for attendance (Ad hoc: TBD)		
14.4	Examine a full-time virtual student's attendance to determine if NVP and other attendance codes are being entered for full-time virtual courses <b>(Path: Attendance   Classroom Monitor)</b>		
14.5	Notes and Discrepancies:		

KDE Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_