

MEMORANDUM NO. 2021-102

TO: School District Superintendents
Business Managers
Curriculum Coordinators
Principals
SIS Administrators and Registrars
Virtual Education Coordinators
WISE Coordinators

FROM: Trent Carroll, Chief Operations Officer

DATE: August 30, 2021

SUBJECT: Off-site Attendance Reporting Guidance

OFF-SITE ATTENDANCE REPORTING GUIDANCE

To meet the reporting requirements of the American Rescue Plan (ARP) and the W.S. 21-2-304(b) (viii) 2021 legislation, the Wyoming Department of Education (WDE) will be collecting on- and off-site attendance from school districts beginning with the 2021-22 school year. Off-site attendance applies to any period of time where instruction is provided, attendance is required, and where a student is not in the brick-and-mortar classroom, but counted present by meeting attendance requirements for temporary virtual learning days, remote education, or virtual education as described in the [2021-22 Distance Learning: Guidance for Wyoming School Districts or homebound instruction](#) as specified in W.S. 21-4-402.

The WDE has added a new data element into the WDE600 WISE Attendance and Membership, **StudentAggregateAttendanceOffsite**, to be reported this school year. District student information system (SIS) vendors have been instructed to convert the results of recorded period attendance into a daily count. If a student is reported as physically present for at least one period, the SIS should capture attendance as on-site for all periods attended that day. This guidance only applies to the new field and does not affect other fields in the WDE600, nor change the current definitions of Average Daily Attendance and Average Daily Membership.

For the purposes of the WDE's ARP reporting, enrollments with zero off-site days will be disaggregated into the "Full-time in-person instruction" category. Enrollments with a non-zero number off-site days will be disaggregated into one of two categories; either the "Both remote/online and in-person instruction (hybrid)" category, or the "Remote/online only" category depending on whether the number of off-site days is strictly less than the total number of days attended or equal to it, respectively.

Each SIS vendor has provided a method to track attendance so that it will be properly reported to the WDE. Districts should verify with their SIS vendors the method for tracking on- and off-site attendance in their student information systems to ensure the accuracy of data reported to the WDE as part of the attendance summary that is associated with each student enrollment in the WDE600. There won't be repercussions if districts weren't equipped to capture **StudentAggregateAttendanceOffsite** data on the first day of school, but the collection of the information should be implemented as soon as possible. The WDE will update the WDE600 guidebook and provide continued guidance to ensure a successful implementation of off-site attendance tracking and reporting by districts during the 2021-22 school year.

For assistance with WDE600 reporting, contact Trystin Green, School Foundation Program Consultant, at 307-777-5808 or trystin.green@wyo.gov.