

## **Guidance for Reporting Attendance and Membership During March 16 - April 3 School Closures and Afterwards With an Approved Adaptive Learning Plan in Place**

### **During March 16 - April 3, 2020**

Q. What changes need to be made to our school calendar days during the March 16 - April 3 school closures due to the COVID-19 crisis?

A. No changes are needed to school days. Please report students in attendance and membership during this time.

### **April 6 through expiration of the school closure period, or the end of the school year (whichever comes first)**

Please see Superintendent Balow's [Memo 2020-044](#) for additional information.

Q. How are school days treated during this time?

A. School days should be reported as normal while the adaptive learning plan is in place.

Q. How does the approved adaptive learning plan affect my student attendance and membership?

A. No reduction in attendance or membership will occur for students who are members of your district as long as your district is meeting guidelines outlined in the district's adaptive learning plan.

Q. Who is a member student during the adaptive learning process?

A. A member student is one who the district is providing instruction to as outlined in the adaptive learning plan.

Q. How do we report attendance and membership during this period?

A. Continue to report attendance and membership for students in all courses during this time while your district follows its approved adaptive learning plan.

- Q. What if a new student moves to our district during this time?  
A. Add the student to your SIS as normal and implement instruction as outlined in the adaptive learning plan. Begin reporting attendance and membership accordingly.
- Q. What if a student leaves our district during this time?  
A. Exit the student in your SIS when they leave the district. No attendance and membership will be reported for the student after they leave the district.
- Q. What do we do with the documentation of the weekly or daily student contacts and interactions outlined in our adaptive learning plan?  
A. Keep your district documentation for meeting the guidelines outlined in your adaptive learning plan for audit purposes. This documentation is the justification for reporting a student in attendance.
- Q. Will we need to change the way we report the WDE600 to WDE?  
A. No, please continue to report the collection items for the WDE600 as usual. Please verify that your total school days are correct in the State Report Manager after your data has been uploaded. For reporting assistance, contact Leslie Zimmerschied [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov) or Trystin Green [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov) from the School Foundation Team.

### **Guidance for End of Year (EOY) Enrollment for School Year 2019-20**

- Q. How do we report “Medium of Instruction” on the WDE684 for EOY 2019-20?  
A. The expectation is that the WDE684 Section File records for all students affected by the closures will remain the same as if that student is taking the class via the same methodology as they normally would have prior to the closures.

Students taking courses through approved adaptive learning plans are NOT considered Distance Education (DE) and should not be reported as such. Section enrollments should be reported with the “Medium of Instruction” they were prior to the COVID-19 closures. If a course was “Face to Face (FF)” prior to the closure, it will still be reported as FF afterwards.

DE as a “Medium of Instruction” should ONLY be used for students taking courses that have been pre-approved for virtual education. These courses are reported on the WDE638 with a Y for “Virtual Education.” The ONLY

exception is if the course is a post-secondary dual enrollment course, meaning the instructor is employed by and teaching the course from a college via distance delivery. In these situations, the “Instruction Level” is reported as HS (Post-Secondary Dual). The section enrollment on the WDE684 in this situation is reported as DE for “Medium of Instruction” and the course is reported with N for “Virtual Education” on the WDE638.

Contact April Strong at [april.strong@wyo.gov](mailto:april.strong@wyo.gov) with questions on the WDE684 collection.