




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

July 28, 2020

URGENT

TO: Complex Area Superintendents, District Educational Specialists, Principals (All), Vice Principals, Registrars, School Attendance Personnel

FROM: Dr. Christina M. Kishimoto 
Superintendent

SUBJECT: **Attendance Guidance for the Reopening Schools 2020-2021 School Year**

The safety and well-being of students continues to be the fundamental priority within the Hawaii State Department of Education (Department) during these unprecedented times. It is critical that schools utilize a system to measure and track student attendance accurately and consistently.

Pursuant to the Hawaii State Board of Education (Board) resolution adopted on June 18, 2020, “BE IT FURTHER RESOLVED that the Board decrees that public school students engaged in distance learning being delivered by the Department or a charter school shall be considered in attendance at a public school for compulsory attendance purposes, pursuant to Section 302A-1132, HRS, provided that the Department issues clear directives to Department schools and guidance to families and the public regarding how Department schools are to determine whether a student is engaged in distance learning and in attendance...”

To satisfy the requirements of Hawaii Revised Statutes (HRS) §302A-1132, schools shall record daily student attendance. School attendance procedures shall support various school models of instruction and learning opportunities, including in-person, online and blended instruction.

To promote flexibility, while ensuring transparency and accountability when determining student attendance, the Office of Student Support Services (OSSS) developed the [*Office of Student Support Services Attendance Guidance For Reopening School SY 2020-2021*](#). In a collaborative effort with the Office of Informational Technology Services, the above document also includes technical assistance and essential information regarding the electronic marking and recording of student attendance.

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For in-person attendance-taking, the teacher will indicate whether the student is present or absent by marking the student's attendance using the Attendance Module, or the Gradebook Attendance Assignment, in Infinite Campus. For attendance marking other than in-person instruction, the Attendance Recording Method for Virtual and Blended Instruction will be used and the teacher will mark attendance accordingly. Please refer to page 7 of the [*Office of Student Support Services Attendance Guidance For Reopening School SY 2020-2021*](#) for more information.

Should you have any questions related to procedures and policy, please contact Maureen Ikeda, Educational Specialist, Student Support Section, at (808) 305-9787 or via email, maureen.ikeda@k12.hi.us. For assistance with data entry and operational questions, please contact Darlene Muraoka, Director (TA), School Process and Analysis Branch, at (808) 564-6040 or via email, darlene.muraoka@k12.hi.us.

No hard copies of this guidance document will be sent. Mahalo for your cooperation during these exceptional times.

CMK:jr

c: Deputy Superintendent
Assistant Superintendents
State Public Charter School Commission
Office of Student Support Services