



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

**Action Required**

June 23, 2020

TO: Deputy Superintendent  
Complex Area Superintendents  
State Public Charter School Commission

FROM: Dr. Christina M. Kishimoto  
Superintendent

A handwritten signature in blue ink, appearing to read "Christina M. Kishimoto".

SUBJECT: **Attendance for School Year 2020-2021**

In preparation for opening of the school year 2020-2021, the Hawaii State Department of Education must plan for schools to open with different learning environments, based on COVID-19 guidance from local, state, and national officials. Schools may be opening with students attending physically, virtually, or in a blended learning environment.

Our current student information system, Infinite Campus, is designed to support schools operating physically or virtually. Infinite Campus has provided a new option for attendance to better support virtual models.

Due to ongoing changes and the large scale size of our department, Complex Areas must select which attendance option to use, the Attendance Module or Attendance Assignments in Gradebook. The Attendance Module is the existing attendance mechanism used by all schools today. The Attendance Assignments in Gradebook is a new functionality available for the start of the new school year. Please note the following differences between the Attendance Module and Attendance Assignments in Gradebook.

**1. Infinite Campus Attendance Module:**

Attendance procedures remain unchanged from last school year. Students are present until marked absent. For students attending virtually, teachers use school-approved student evidence to determine attendance in class for the day or period. Attendance must be taken daily for elementary students and period-by-period for secondary students. Teachers will not be able to make changes to attendance in previous days. If changes are required, teachers will work with their appropriate office staff, as they do today. School Messenger will notify parents of daily and/or period absence(s). Please see this [link](#) for a Campus Instruction Video.

## **2. Infinite Campus Gradebook Attendance Assignment:**

The Infinite Campus Gradebook functionality allows schools to take attendance via Attendance Assignments, which are auto generated by the system in Infinite Campus for the day and/or period. Students are absent until marked present by the teacher indicating so in the Attendance Assignment. For students attending virtually, teachers use school-approved student evidence to determine attendance in class for the day or period. While attendance must still be taken daily for elementary students and period-by-period for secondary students, when using the Gradebook Attendance Assignments, teachers will be able to make changes to attendance in previous days once evidence is provided by students.

Attendance Assignments can be created based on individual Period Schedules from the calendar. Please see the following link for a demonstration video of the Gradebook Attendance Assignment option: <https://www.infinitecampus.com/video/teacher-video>. Attendance reports will reflect all attendance assignments entered prior to midnight the previous day.

A customized Hawaii-specific Attendance instructional video will be created for teachers using the Gradebook Attendance Assignment prior to teachers returning to school. School Messenger will **not** report absences with this option.

If the Complex Area wishes to use the Gradebook option, the Complex Area Superintendent must communicate their decision to Darlene Muraoka (*darlene.muraoka@k12.hi.us*) by July 15, 2020. Any Complex Areas that do not positively confirm their decision to use the Gradebook option will use the Attendance Module as they do today.

While Infinite Campus has provided some new functionality to allow for different models, even more new functionality is being developed for taking attendance in a blended learning environment, but will not be available for the opening of our school year. OITS will provide updates on this functionality as it becomes available.

For assistance, please submit an incident at [help.hidoe.org](http://help.hidoe.org) or call the IT Help Desk at 564-6000 on Oahu. Neighbor islands may call 1-808-692-7250 (HATS), Monday through Friday from 7:45 a.m. to 4:30 p.m., excluding holidays.

CMK:lm

c: Assistant Superintendents  
School Process and Analysis Branch