





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


OFFICE OF STUDENT SUPPORT SERVICES
OFFICE OF INFORMATION TECHNOLOGY SERVICES
OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

September 15, 2021

TO: Complex Area Superintendents, Principals (All), Vice Principals, School Attendance Personnel

FROM: Heidi Armstrong 
Assistant Superintendent
Office of Student Support Services

for Brook Conner 
Assistant Superintendent and Chief Information Officer
Office of Information Technology Services

Cara Tanimura 
Interim Assistant Superintendent
Office of Strategy, Innovation and Performance

SUBJECT: **School Attendance Policy, Attendance Code Procedures and Accountability Updates**

The safety and well-being of all students continues to be the fundamental priority of the Hawaii State Department of Education (Department). It is critical that schools continue to measure and track student attendance accurately and consistently as we navigate the COVID-19 impact on school attendance. The Office of Student Support Services, Office of Information Technology Services, and Office of Strategy, Innovation and Performance have collaborated to provide policy, procedures and accountability updates with regard to school attendance. This memorandum, School Attendance Policy, Attendance Code Procedures and Accountability Updates, dated **September 15, 2021** and its related documents, supersedes any previous versions.

Policy

Please refer to the revised [School Attendance Procedures \(SAP\) September, 2021](#) to be implemented by all schools. All elementary and secondary schools are expected to adhere to the procedures outlined for taking and reporting daily attendance. Due to the COVID-19 pandemic, these procedures have been modified for in-person and virtual environments as well as students who are in quarantine or isolation as directed by the Department or the Hawaii State Department of Health (DOH). Please inform students, parents/legal guardians, teachers and staff of your school's attendance policy and procedures if you have not already done so.

Attendance Code Procedures

A new attendance code has been created in Infinite Campus (IC) for schools to use for students who are absent due to state-directed quarantine or isolation. The new “QUA: State Directed Quarantine or Isolation” (QUA) code will be used to mark students as an excused absence when they are directed to quarantine or isolate by the DOH and/or the Department, including when these state agencies identify a student as a confirmed or probable COVID-19 case or close contact.

Schools are also able to adjust prior attendance codes for students if the QUA code applies to prior absences. Information on how to enter the QUA code into IC and to adjust prior attendance codes is available in the [State Directed Quarantine/Isolation Attendance Code Navigation Guide](#) for IC.

Accountability

Given the quarantine code changes, the chronic absenteeism measure for Strive HI and the Every Student Succeeds Act will remain the same as in previous years’ calculations. The purpose of the chronic absenteeism measure is to identify students not attending a significant amount of classes (15 or more instructional days) and thus not receiving instruction. To meet the purpose of the chronic absenteeism measure, both unexcused and excused absences will continue to be counted. Please note that this measure is not intended to determine whether or not the school had control and/or responsibility for the absence. Further details are provided in the following document: [Strive HI Chronic Absenteeism Exemptions Due to COVID or other Medical or Psychiatric Reasons](#).

Should you have any questions, please contact the following:

Issue	Name/Office	Email	Telephone
Policy	Maureen Ikeda Evans Educational Specialist Student Support Section	maureen.ikeda@k12.hi.us	(808) 305-9787
Attendance Code Procedures (For assistance with data entry and any related operational issues.)	IT Help Desk	help.hidoe.org	Oahu: (808) 564-6000 Neighbor Islands: 1 (808) 692-7250
Accountability	Glenn Nochi Evaluation Specialist Evaluation Section	glenn.nochi@k12.hi.us	(808) 733-4008

Mahalo for your continued commitment to student attendance during this challenging time.

HA/BC/CT: mic

c: Interim Superintendent
Deputy Superintendent
Assistant Superintendents
Hawaii State Public Charter School Commission
Office of Information Technology Services
Office of Strategy, Innovation and Performance
Office of Student Support Services