

DE Attendance

Policy Scope

This policy is for the management of ACC Marsden Park Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

Policy

The school requires onsite supervisors to complete the attendance record for distance education students.

Failure to complete an accurate attendance record is grounds for withdrawal from the distance education program.

Procedure

1. The onsite supervisor receives training on how to complete student attendance during the initiation program
2. The onsite supervisor receives a parent login to the school's student information system - Quickschools.
3. The onsite supervisor logs in and complete the attendance record for their student.

Policy Review

On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version

3.0