



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Routine Distance Learning Attendance Plan

Schools must be approved by their authorizer – District of Columbia Public Schools (DCPS) or the Public Charter School Board (PCSB) – to provide routine distance instruction to students. If authorized, a school or program may provide distance learning on a full-time basis or through a mix of in-person and distance learning (a “hybrid” basis), as long as it is on a planned, routine basis (for more information, see OSSE’s guidance on [Using Routine & Situational Distance Learning](#)). 5A DCMR § 2101.11 requires schools approved by their authorizer to offer instruction through a distance learning model on a routine basis to submit an attendance plan to the Office of the State Superintendent (OSSE) for approval on an annual basis. Schools should complete and submit the following to osse.calendarwaivers@dc.gov annually for approval to fulfill this obligation before the first day of the forthcoming school year.

Part 1: Basic Information

School Name: _____

LEA Name: _____

Name(s) of School Attendance Monitor(s): _____

Part 2: Adherence to the Instructional Day Requirements

The instructional day requirements for a school year are 180 days at six hours per day (additional flexibilities are described in OSSE’s [Instructional Day guidance](#)).

Full-Time Virtual Schools

If you are a school that is fully virtual on a routine basis:

Does your school maintain a consistent schedule for all students attending the virtual school or program?

If yes, provide the daily start and end times for your school for each day:

	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If your school **does not** require a consistent schedule for all students, describe how the school will ensure that students have access to six hours of instructional time for the day. Further, describe your school's expectations for completing instructional time each day.

Hybrid Instruction

If your school or program is hybrid, utilizing both distance learning and in-person learning on a routine basis:

Provide the days and start times in which your students are attending school in-person and through distance learning:

In-Person Days

	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Distance Learning Days

	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Part 3: Compliance with OSSE's Attendance Policy

As established by 5A DCMR § 2101.11, all distance learning days must divide the six-hour instructional day into modules and must have at least one synchronous module per day. Additionally, 5A DCMR § 2101.13 requires students to complete an output to be marked present for asynchronous classes.

Describe how the school will ensure all student schedules comport with DC regulations established in Chapter 21 of Title 5A, as described above. This explanation should include:

- A description of how the school will divide distance learning days into modules comprising the six-hour instructional day;
- How the school will ensure that every student has at least one synchronous module or in-person class per day; and
- How the school will ensure that each asynchronous module concludes with an output.

Verifying Presence for Purposes of Attendance

For synchronous modules, a student's physical presence must be verified by an instructor via a synchronous video camera where the instructor can temporarily visually verify the student's presence through a responsive action by the student. Please describe the way(s) the school will meet this requirement and communicate expectations to students.

For asynchronous modules, a student must complete an output during the module to be considered present. Please describe the way(s) the school will meet this requirement and communicate expectations to students.

Family Communication

Explain how the school will communicate attendance expectations to parents/guardians, including an expectation for adequate supervision of their child(ren) during distance learning instruction, and include any referenced documents as an email attachment when submitting this form.

Part 4: Assurances

I, the undersigned, leader of my school, acknowledge and assure that my school will:

1. Adhere to OSSE’s instructional day requirements;
2. Follow OSSE’s attendance policy;
3. Preserve, and present to OSSE upon request, all attendance records; and
4. Report attendance on a daily basis in accordance with OSSE requirements.¹

Name of School Leader (Principal or equivalent): _____

Signature of School Leader (Principal or equivalent): _____

Date: _____

¹ D.C. Mun. Regs. 5A §§ 2102.2—2101.18; *Attendance Guidance*, OFF. OF THE ST. SUPERINTENDENT OF EDUC. (July 29, 2022).