



Attendance at EVA

2022-2023 School Year

Welcome to EVA!

My name is Brittney Hague and I am the Student Attendance Coordinator here at Evergreen Virtual Academy. Many families wonder how attendance works at virtual schools. It is my hope that this letter answers any question you and your student may have about attendance.

At EVA, attendance is made through attendance contacts with a teacher. Attendance contacts can be made through **any two-way, education-related communication between a student and staff**. Students are required to make attendance contacts **every school day**.

What counts as an attendance contact?

How to Make Attendance Contacts:

Attend a LIVE Class Connect Session



Watch a Class Recording AND Email Teacher After



2-Way Email Exchange with Staff



Phone Conversation with Staff



2-Way Text Messages with Staff



NOT an Attendance Contact:

✗ Watching a class recording WITHOUT emailing teacher

✗ Parent communication with staff

✗ Parent "logging attendance"

Attendance at EVA

Once a student makes an attendance contact, **the teacher/staff will mark your student's attendance.**

I, the Student Attendance Coordinator, compile the attendance reports and monitor students' attendance and truancy.

5 Days

If a student reached five consecutive absences, the student, legal guardian, and Learning Coach will receive an email from me checking in and making sure you are aware of the absences.

5+ Days

After five consecutive absences, teachers and advisors will also be reaching out to see how we can support you and your student to improve their attendance.

10+ Days

Truancy Withdrawal

If a student reached more than 10 consecutive, unexcused absences, the student will be withdrawn for truancy.

Excused Absences

We realize some absences are unavoidable due to health problems or other circumstances. If your student is experiencing any issues that are or will affect their attendance (such as illness, family emergency, vacation, technical issues, etc.), please submit this form.



Excused Absence Form

I will let your student's teachers know and get their absences excused.

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I hope that this letter was able to answer any attendance questions that you had, but if not, please feel free to contact me with any attendance-related questions or concerns. I look forward to working with you soon and thank you for your support and cooperation.



Brittney Hague

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"Sometimes the bravest and most important thing you can do is just show up."

-Brene Brown

**EVERY
CLASS.
EVERY
DAY.**