

# ATTENDANCE

at Evergreen Virtual Academy



Welcome  
to EVA!!  
2025-2026  
School Year

I'm Britney Hague, the Compliance Officer at EVA. I am your go-to person for all things attendance and truancy. Many families wonder how attendance works at virtual schools. I hope this helps to answer any questions you may have.

Attendance is made through attendance contacts.

Attendance contacts can be made through any two-way, education-related communication between a student and staff.

## ATTENDANCE OVERVIEW

### What?

Attendance is made through attendance contacts with a teacher or staff member

### When?

Students are required to make attendance contacts every school day.

### How?

Any two-way, education-related communication between students & staff

### Who?

Staff members mark students' attendance

Attendance contacts are required **every school day**.

# How to Make Attendance Contacts

Attend a LIVE  
Class  
Connect Session



Watch a  
Class Recording  
AND Email  
Teacher After Watching



Submit an  
Assignment



2-way Email  
Exchange with Staff



Phone  
Conversation  
with Staff



2-way Text  
Exchange with Staff



- Attend a live class
- Watch a class recording and email teacher after watching
- 2-way phone call, email exchange, or text exchange with staff
- Submit an assignment or test

At EVA, truancy is defined as five consecutive, unexcused absences.

## EXCUSED ABSENCES

Let us know if your student will be absent.

### Excused Absence Form

[bit.ly/EVA-Excused-Absence-Form](http://bit.ly/EVA-Excused-Absence-Form)

### Attendance Email

[attendance@evergreenvirtual.org](mailto:attendance@evergreenvirtual.org)

### Attendance Text

541-252-2326

### Parent Square

To: Brittney Hague

## TRUANCY PROCESS

1  
DAY

Student, Parents,  
& Learning Coaches  
notified via text

Student added to  
Truancy Trackers  
Coach & Teachers  
begin outreach

3  
DAYS

5  
DAYS

Truancy email sent  
to students & LG  
Coach & Teachers  
continue outreach

Truancy letter  
sent via  
Certified Mail

7  
DAYS

10  
DAYS

Truancy Withdrawal  
Warning email sent  
to student & LG

Student is withdrawn  
for truancy  
(10-Day-Drop)

11  
DAYS

# Oregon's 10-Day-Drop Policy

In Oregon, if a student is absent for 10 consecutive school days without any academic engagement or communication, schools are required by state law to unenroll the student from active enrollment.

If your student must be unenrolled due to the 10-day drop policy, re-enrolling when they return is typically a simple process. The school will help guide you through these steps.

If your student is withdrawn for truancy and you are within a district with a 3% cap, your student may not be able to choose to re-enroll with EVA this year unless your local district releases you. Before being re-enrolled, you will also need to provide enrollment documents.

[More Info](#)

## Check your Attendance in ParentVue & StudentVue

Login to ParentVue/StudentVue  
Choose Attendance from the Menu on the Left

### Web

**ATTENDANCE**

February 2025    March 2025    April 2025

Legend: ✓ Excused ⚠ Tardy ✗ Unexcused 📅 Activity ⌚ Not Scheduled

Days of Attendance

Detail: ☒ on

Date	Reason
03/07/2025	✓ Excused Absence
03/06/2025	✓ Excused Absence
01/17/2025	✓ Excused Absence
12/20/2024	✓ Excused Absence

### App

**Attendance**

Grade Book

Daily Assignment

Class Notes

Student Info

Class Schedule

School Information

Report Card

Documents

March 2025

Legend: ✓ Excused ⚠ Tardy ✗ Unexcused 📅 Activity ⌚ Not Scheduled

Days of Attendance

Detail: ☒ on

# *Chronic Absenteeism = Missing 10% of the school year*

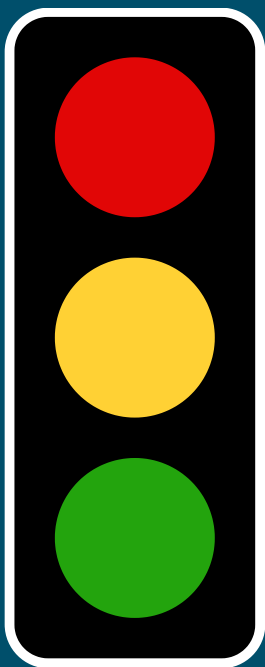


*= 2 days per month  
= 18 days per year*



## **Aim for 9 or Fewer Absences**

Student attendance is the BIGGEST factor impacting achievement, graduation, and future success.



### **CHRONIC ABSENTEEISM**

18 or more absences per year

### **WARNING**

10 to 17 absences per year

### **GOOD ATTENDANCE**

9 or fewer absences per year

### *Chronic Absences are Linked to:*

- Lower Grades
- Poor Reading Skills
- Falling Behind
- Behavioral Issues
- Low Graduation Rates
- Dropping Out

I hope that I was able to answer your attendance questions, but if not, please feel free to contact me with any attendance-related questions or concerns.

I look forward to working with you.  
Thank you for your support and cooperation.

**ATTEND. LEARN. SUCCEED.**

*Brittney Hague*

**Compliance Officer**

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