

September 9th, 2022

Dear Families,

This letter contains important information about **your child's attendance experience**. Students are required to scan into school **and** each class period to record their attendance. While our new attendance system has given us new tools to support students, we have also experienced several temporary challenges. We'd like to describe those and share **solutions** that are in progress for these issues.

- Our attendance platform, SchoolPass, is still working out some inconsistencies. We want to share that we know this is happening and are fixing data issues as they arise.
- **Students will not be penalized or receive any consequences for any attendance record that is incorrect.** Our team is working to fix these records so that students' attendance is reflected accurately.
- Several families have begun using the [SchoolPass app](#). This is wonderful and we appreciate your partnership! As a reminder, you can use the app **to indicate when your child will be absent, tardy, or dismissed early from school**. Otherwise, you do not need to use the app.

We appreciate your child(ren)'s patience and understanding as we navigate this new technology and we are always grateful for your support to ensure that your child is present and on time to school each day. Here are a couple trends we've seen in our first week:

- On average, 100+ students have been *arriving late* to school each day (after 8:35 AM). This results in delays at entry, as we welcome each student individually and they scan in for the day. **As a reminder, students should arrive by 8:20 AM in order to scan in for a timely arrival and be present in Advisory or Assembly for important announcements.**
- Overall, we've experienced positive attendance trends since Day 1! Students are engaged and working hard to have good starts to their school year. ***Thank you for your partnership and all you've done to set your student up for success!***

If you have any questions about our attendance system, please contact Charlotte Ljustina ("Ms. L") at cjustina@excelacademy.org.

Warmly,
Charlotte Ljustina
Associate Dean of Student Supports for Interventions
Excel Academy Charter High School