

Combined Daily Participation and  
Weekly Engagement Template  
*Education Code (EC) Section 43504*

Section A – Local Educational Agency (LEA) and Class Information

LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade Level/Class Title:	

Section B – Weekly Assignments

Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method				Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method					
Monday:      Non-Instructional Day:		In-person Instruction				Thursday:      Non-Instructional Day:		In-person Instruction					
			Full Day		Partial Day				Full Day		Partial Day		
		Video or Online Synchronous Instruction/Assignment						Video or Online Synchronous Instruction/Assignment					
			Full Day		Partial Day				Full Day		Partial Day		
		Asynchronous Instruction						Asynchronous Instruction					
			Full Day		Partial Day				Full Day		Partial Day		
Tuesday:      Non-Instructional Day:		In-person Instruction				Friday:      Non-Instructional Day:		In-person Instruction					
			Full Day		Partial Day				Full Day		Partial Day		
		Video or Online Synchronous Instruction/Assignment						Video or Online Synchronous Instruction/Assignment					
			Full Day		Partial Day				Full Day		Partial Day		
		Asynchronous Instruction						Asynchronous Instruction					
			Full Day		Partial Day				Full Day		Partial Day		
Wednesday:      Non-Instructional Day:		In-person Instruction											
			Full Day		Partial Day								
		Video or Online Synchronous Instruction/Assignment											
			Full Day		Partial Day								
		Asynchronous Instruction											
			Full Day		Partial Day								

Section C – Daily Participation

LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade/Class Title:	

Legend: 100 – No Participation/Absent; 200 – In-Person Instruction; 300 – Student or Parent/Guardian Contact; 400 – Assigned Work Submitted / Assessment Completed; 500 – Other

Student	Monday			Tuesday			Wednesday			Thursday			Friday		
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500

Legend: 100 – No Participation/Absent; 200 – In-Person Instruction; 300 – Student or Parent/Guardian Contact; 400 – Assigned Work Submitted / Assessment Completed; 500 – Other

Student	Monday			Tuesday			Wednesday			Thursday			Friday		
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500

Section D – Certification

I hereby certify that the information contained on this record is accurate and correct, that the assignments listed represent worth of instructional minutes on each day listed, and that daily participation, including absences was verified for each student in my class.

Teacher’s Printed Name:Teacher’s Signature:Date:

Section E – Instructions

For distance learning, the minimum instructional day consists of 180 instructional minutes for transitional kindergarten and kindergarten, 230 instructional minutes for grades one through three, 240 instructional minutes for all other grade levels, 180 minutes for students enrolled in continuation high school, and for students concurrently enrolled at least part time in a community college, University of California, or California State University, and shall be based on the time value of assignments as determined, and certified to, by a certificated employee (EC sections 43501 and 43502).

Each LEA shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments (EC Section 43504(e)).

Each LEA shall document daily participation for each student on each instructional day, in whole or in part, for which distance learning is provided. A student who does not participate in distance learning for at least part of an instructional day shall be documented as absent for that instructional day. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the LEA and students or parents or guardians. (EC Section 43504(d)).

<div><div>In Section A enter the following LEA and class information:</div><div><ul style="list-style-type: none"><li>• <b>LEA:</b> Enter the LEA name.</li><li>• <b>Month of:</b> Enter the first date of the school month for which the Weekly Engagement Records are being generated.</li><li>• <b>Certificated Employee:</b> Enter the name of the certificated employee/teacher.</li><li>• <b>School Site:</b> Enter the school site name.</li><li>• <b>Week of:</b> Enter the weekly date range for which assignments are made and participation was verified.</li><li>• <b>Grade Level/Class:</b> Enter the grade level or class title.</li></ul></div></div> <div><div>In Section B enter the following weekly assignment information:</div><div><ul style="list-style-type: none"><li>• <b>Day of Week:</b> Enter the date within the weekly date range. If no instruction was provided, select the box next to Non-Instructional Day.</li><li>• <b>Summary of Assignments/Assessments:</b> List student assignments/assessments for each instructional day.</li><li>• <b>Instructional/Assignment Delivery Method:</b> Indicate if the instruction or assignments were delivered in person, video or online synchronous, or asynchronous and if full or partial day. If full day is marked, only one instructional/assignment delivery method should be identified. If partial day is marked, more than one instructional/assignment delivery method may be selected.</li></ul></div></div>	<div><div>In Section C enter the following student daily participation information:</div><div><ul style="list-style-type: none"><li>• <b>Student:</b> List the names of each student in the class.</li><li>• <b>Daily Participation:</b> For each student for each instructional day, identify if the student participated or did not participate in the instruction/assignments. If the student participated, indicate how student participation was measured. More than one box may be checked. If no participation is verified, the student is absent for the day.</li></ul></div></div> <div><div>In Section D enter the following certification information:</div><div><ul style="list-style-type: none"><li>• <b>Certification:</b> Add in the time value of assignments to those the teacher is certifying. If the teacher is certifying to a full instructional day then input “a full day” into the fillable section. If the teacher is certifying to a specific time value in hours or minutes then input the specific number of minutes or hours being certified to into the fillable section.</li><li>• <b>Teacher's Printed Name:</b> Print the name of the teacher certifying the record.</li><li>• <b>Teacher's Signature:</b> The teacher certifying the daily participation and weekly engagement records must sign this section. Certification should include a signature consistent with the approved attendance process in place. If the district or county office of education has received approval for the use of electronic signatures with their attendance system, they are able to sign the daily participation and weekly engagement records electronically as well.</li><li>• <b>Date:</b> Enter the date that the record is signed.</li></ul></div></div>
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