



# Abraham Lincoln High School

2800 Ocean Parkway, Brooklyn, New York 11235

Phone 718.333.7400 [www.alhs.nyc](http://www.alhs.nyc)

Ari A. Hoogenboom, Principal

## ALHS Attendance Policy SY 2021-2022

### Definitions:

**Period Attendance** is kept by the teacher and is part of a student's records for that class. However, it is not recorded in a student's high school academic records or report cards.

**Daily Attendance** is kept by the school, and it is part of a student's high school academic records. Daily Attendance must be above 90% to be in good standing. Students below 90% attendance are labeled as chronically absent. Daily Attendance is captured by a student's 4th or 5th period teacher.

**ATS** is The NYC DOE school system for recording student attendance.

### Attendance Monitoring:

Families can monitor student attendance on [PupilPath](#) and NYCSA.

Students can monitor attendance in [PupilPath](#).

### **NYCSA:**

Request your MyStudent Account Creation Code [here](#).

Stay connected to your student's education and more in the new NYC Schools Account (NYCSA) Portal. One sign-in will allow you to:

- Track your child's attendance, transportation, grades, test scores, progress towards graduation, and more.
- Take classes at Parent University.
- Access forms for your child.
- Reset your child's DOE account password.
- Agencies now accept a screenshot of the NYCSA enrollment page as proof of enrollment for tax and benefits purposes.

### **PupilPath:**

Log on to [PupilPath](#) by downloading the app or by going to [www.pupilpath.skedula.com](http://www.pupilpath.skedula.com)

Directions and registration codes can be found by clicking [here](#), then clicking on *PupilPath – ALHS Online Gradebook*.

### School Procedure for Recording Attendance

- The school collects accurate attendance data using three different systems.
  - 4th and 5th period teachers capture Daily Attendance on daily blue ATS attendance sheets. 4th and 5th period attendance is the primary tool for capturing student attendance.
  - All teachers record Period Attendance on weekly green ATS attendance sheets.
  - Students swipe their Student ID when they scan into the building to capture the time they enter the building.
- 4th and 5th daily ATS attendance data is entered into ATS by 1 pm.
- Daily Attendance data will appear in NYCSA by the end of the day and in PupilPath the following school day.
- The attendance office uses student swipe in data and period attendance data to reverse any errors in daily attendance. Reversals

### **Covid-19 Quarantine:**

All students in quarantine protocol must email Mr. Shawn O'Connor, Assistant Principal at [SOconno5@schools.nyc.gov](mailto:SOconno5@schools.nyc.gov) with proof of positive test.

Remote work will be provided on Microsoft Teams.

Students in Quarantine must send a message to their teachers on Microsoft Teams chat and complete any assigned work.

Effective 2/8/2022, students participating in asynchronous remote instruction may be marked present with a code 65 only when isolating consistent with health guidance due to a positive COVID-19 test result. Students who are absent for reasons other than a positive COVID-19 test result or school/building closure must be marked "A" for Absent and may no longer be marked present for remote instruction.

Students needing support with Microsoft Teams should go to the Student Tech Help Desk and follow the getting started tutorials [here](#). If students need additional help, they should complete a Tech Help Request Form [here](#).

### **Excused Absence**

Students may mark an absence as "excused" for religious reasons, illness, or some other reason.

The excused absence is still an absence and must be part of the student's record.

Students should bring in documentation to Ms. Joanna Wong in room 128a.

### **Remote Attendance Days:**

The city has designated specific days, including Election Day and future snow days, as remote attendance days.

Students should be prepared to shift to remote learning in case of a snow day or other unexpected event.

#### ***Remote Learning Guide for Students:***

All remote work will be available on Microsoft Teams.

Students must log in to Microsoft Teams and answer the attendance post for each class.

Students must also complete the daily online attendance form below by noon.

ALHS Supplemental Attendance Form: <https://bit.ly/remoteattnnd>

Students needing support with Microsoft Teams should go to the Student Tech Help Desk and follow the getting started tutorials [here](#). If students need additional help, they should complete a Tech Help Request Form [here](#).

#### ***Remote Attendance Procedures:***

- On days of remote attendance, students must answer an attendance post for each class.
- Students must also complete the online attendance form by noon.  
ALHS Supplemental Attendance Form: <https://bit.ly/remoteattnnd>
- Teachers enter class attendance data for each class into PupilPath.
- The attendance office uses the online attendance form to enter attendance by 3 pm.
- The attendance office uses PupilPath attendance data to reverse any error in attendance.

### **Attendance FAQ**

**Q: If I come late to school, will I be marked absent?**

*A: No, attendance must be entered every day at 8:30 am.*

**Q: Who can I contact if I see an error in my course attendance?**

*A: Daily attendance is entered by the attendance office.*

*You can email Ms. Wong at [JWong4@schools.nyc.gov](mailto:JWong4@schools.nyc.gov) to report any errors in daily attendance.*

*Students can contact Ms. Wong on Microsoft Teams Chat @ [Jwong4](#).*

*You can also reach out to your child's guidance counselor for attendance-related matters.*

### **Guidance Counselors:**

<b>Student Population</b>	<b>Counselor</b>	<b>Phone Number *</b>	<b>Email</b>
All 9 <sup>th</sup> Graders	Ms. Landberg	(718) 333-7564	<a href="mailto:VLandberg@schools.nyc.gov">VLandberg@schools.nyc.gov</a>
All 10 <sup>th</sup> Graders	Ms. Felzer	(347) 422-7497	<a href="mailto:DFelzer3@schools.nyc.gov">DFelzer3@schools.nyc.gov</a>
All 11 <sup>th</sup> Graders	Ms. Cervera-Watson	(718) 333-7425	<a href="mailto:SCerveraWatson@schools.nyc.gov">SCerveraWatson@schools.nyc.gov</a>

All 12 <sup>th</sup> Graders	Mr. B. Vega	(718) 333-7562	BVega4@schools.nyc.gov
Students with ENL services	Ms. Khan	(718) 333-7472	NKhan15@schools.nyc.gov
Students with an IEP	Ms. Schoenfelder	(718) 333-7401	DSchoenfelder@schools.nyc.gov
At-risk counseling	Mr. C. Vega	(718) 333-7559	CVega9@schools.nyc.gov

|