Attendance Type Worksheet
2022/2023 School Year

USE THIS WORKSHEET TO DETERMINE YOUR SCHOOLS' ATTENDANCE TYPES

1. Count of students in each instructional option at each school building for each month.
2. List of school buildings that met the 5-day threshold and the date threshold was met.
3. The number of instructional days the school building participated in primarily remote learning or was closed due to COVID-19 (Days closed due to staffing shortages **do not** count)

You might refer to "attendance types" as "instructional options" or "modalities". The attendance type is needed for each school building that has met the 5-day threshold. For each building that met the 5-day threshold, complete this form every month. You will use this worksheet to determine the correct attendance type on the P-EBT Eligibility Reporting website attendance screen.

SCHOOL INFO

School Building: _____ Month: _____

Number of instructional days the school building participated in primarily remote learning or was closed due to COVID-19 _____ (Days closed due to staffing shortages **do not** count)

Number of students enrolled: _____ Date 5-day threshold met: _____

ATTENDANCE TYPE WALKTHROUGH

You will use this document to answer the attendance type on the P-EBT Eligibility Reporting Survey. Answer these questions for the school building by month. When you reach a **STOP** you have determined the **ATTENDANCE TYPE** for this school building and month. Circle the attendance type and then start a new worksheet for the next month.

1. Has the school met the 5-day threshold at any point this school year?

Yes → Go on to #2

No → If your school has not met the 5-day threshold, attendance type will not be asked for this school. This building should not appear on the attendance screen on the P-EBT Eligibility Reporting website. If it does appear, go back to the 5-day threshold screen, and correct any mistakes. **STOP**

2. For the month above, was this school remote only?

Yes → For this month this school is **PRIMARILY REMOTE** **STOP**

No → on to #3

3. For the month above, were meals provided and eaten at school during the instruction day?

>Yes→ Go on to #4
>
>No → For this month this school is **PRIMARILY REMOTE** 🛑

4. For the month above, did this school change instructional options during the calendar month?

>Yes → For this month this school is **HYBRID** **(You will need to enter the number of instructional days the school building participated in primarily remote learning or was closed due to COVID-19. School closures due to staffing shortages do not count toward P-EBT benefits.)** 🛑
>
>No → Go on to #5

5. Calculate Instructional Option Percentages

>For the school building and month, you entered above, determine the percentage of students in each instructional option. Fill out the box below and continue to #6.

Example: School A has **400 total** students enrolled at the building. Of those students, **250** attend class **in-person**. **150** are fully **remote**.	% in-person: ___62%___ % remote: __38%__

Instructional Option Count:		Percentages:	
Number of fully **in-person** students: _____	➡	**% in-person**: _____	🏫
Number of fully **remote** students: _____	➡	**% remote**: _____	🖥

6. Using your percentage from above, is the in-person group 10% or more?

>Yes → For this month this school is **PRIMARILY IN-PERSON**
>
>No → For this month this school is **PRIMARILY REMOTE** 🛑