How to claim attendance

Attendance Directions:

* Select "Activities Log".
* Select the correct Learning Period (LP) for which you are taking attendance.
* Click “Review Log”.
* Check off the days you homeschooled. You may also scroll down and select “Check All”.
* Click “Save Changes”.
* Click “Sign & Archive”.
* Sign your name in the signature box.
* Type your name underneath it.
* Click “Submit Agreement”.
* Click "Home" and repeat for each child.

## **Attendance Policy**

Parents are responsible for ensuring that their child is actively engaged in learning each school day. Monthly Student Learning Logs (Attendance Log) must be signed and submitted to your HST at the end of each learning period. The following are acceptable reasons for not logging attendance: prolonged illness, hospitalization, bereavement, family emergency, natural disaster. In such cases the absences would be considered excused. Some instances may require verification, such as a doctor’s note, to be provided to your teacher. HST's will be knowledgeable of student progress, learning, and engagement in school. This can occur at regularly scheduled meetings, calls, emails, and or other methods. If the HST is unable to obtain knowledge of the progress, learning, and engagement in school, attempts to contact will be documented and a non-compliance letter may be sent. After multiple failed attempts to contact a family, the school may deem that enrollment in Inspire is not in the best interest of the student and he/she may be subject to withdrawal.