

Dear Ashland School District Family,

The goal in the Ashland School District is to provide your child with a successful educational experience, regardless of the format. In order to do this, regular engagement and attendance during comprehensive distance learning is essential, as attendance remains one of the most critical factors in academic achievement.

We recognize that during comprehensive distance learning, student engagement and attendance looks different than when learning in person. As a district, following the Oregon Department of Education guidance, we have outlined attendance expectations in a hope to maximize student engagement and ensure we are supporting those that need it.

Attendance will be taken once each school day at the elementary level, and every class period at the middle and high school level. During Comprehensive Distance Learning, a student could be considered present each day or class period in a variety of ways. The primary way to be considered present is to participate in a video or “zoom” class. Most of these class meetings will also be recorded so that students can access the instruction at a different time. If it is not possible for the student to participate when the class is “live,” the student can demonstrate attendance through communication with that teacher. This could take the form of an e-mail related to the learning, a message through Canvas related to the learning, submitting a completed assignment via Canvas, or participation in that teacher’s office hours.

We are aware that significant flexibility is needed to support families during this time. It is our hope that these multiple ways to show engagement and attendance will be supportive for you and your child. If there is a barrier that is preventing your students from attending, please reach out to your student’s classroom teacher or school principal so they can support you.

As always, there are times that your student will have to miss school. When your student is absent, please contact the school’s main office as soon as possible. If we have not heard from you by the end of the day in which your student was absent, the following day, you will receive a phone call informing you of the absence and asking that you call the school to inform them of the reason for the absence.

To excuse the absence, the school must be notified within 2 school days of the absence. An absence from school is considered excused under the following parameters:

- Personal or family illness
- Medical or health care appointment
- Death of a loved one or family emergency
- Religious holidays and instruction
- School-Sponsored absence
- Court appearance
- Mental or Behavior Health Absence
- Military Dependent Absence

School contacts to report an absence:

Ashland High School:  
Debra Falk, Attendance Secretary  
[Debra.Falk@ashland.k12.or.us](mailto:Debra.Falk@ashland.k12.or.us)  
541-482-8782