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<https://insightschoolofmn.weebly.com/>

Dear Insight School of MN Families,

Our goal is for every student to show up to school because *Every Day Matters*. Attending school regularly has a huge impact on a student's academic success starting in kindergarten and continuing through high school. We realize some absences are unavoidable due to health issues or other circumstances. But, we also know that when students miss too much school – regardless of the reason – it can cause them to fall behind academically. We here at ISMN want to partner with you and your student to encourage regular attendance and avoid falling behind in school.

ARE YOU ON THE FIVE DAY PLAN?



Attending school every day improves your chances of graduation, completing college and succeeding in life.

How is attendance defined at Insight School of Minnesota?

Attendance includes coursework + live sessions. Our most successful students consistently meet attendance expectations by ensuring that they are doing well in courses, participating in live Class Connects, and logging in every school day Monday-Friday.

At ISMN, absences are either for a full day (A) or a partial day (PP). A student would have a full day absence (A) if they did not log into a course page and/or attend a live Class Connect session at any point during the school day (12:00am – 11:59pm). As a reminder, students must earn attendance minutes from actively working in their student account or participating in a Class Connect session or recording; it is not enough for them to log into their student account and stay on the home page. A student would have a partial day absence (PP) if they did log into a course page and/or attend a live Class Connect session but only spent 179 or less minutes total during the school day (12:00am – 11:59pm).

How is attendance tracked at Insight School of Minnesota?

Attendance is a total of active minutes within a 24-hour school day. Students can earn attendance minutes across various sittings and through both structured and independent times in the day.

Please note that in order to stay in good standing, it is likely that the student must attend for the full 6 hours per school day to complete necessary course work and engage in the live lessons. However, this does not need to be 6 consecutive hours and independent coursework can be completed any time during the school day (12:00am – 11:59pm). Students' attendance minutes are logged by the system throughout the school day so a student may log in and complete 6 hours in one sitting, log in 6 times and complete 1 hour in each sitting, or anything in between. This allows our students flexibility as well as encourage our students to have both types of education: structured, required live lessons and flexible, independent coursework completion. We know each student is different and are eager to work with your family if any questions or concerns arise.

How do students and their families monitor their attendance?

Many successful students have a regular routine where all live Class Connects are attended, all homework assignments are organized and completed on-time, and keep a personal log of time spent actively online.

Because the system does not provide a live read-out of attendance information for students, Learning Coaches, or staff, please look for future weekly emails to update you on your students' absences. These emails are meant to be "heads up" notifications for you and your family to discuss what we are seeing in terms of attendance patterns and overall course progress. If there is concern regarding attendance, we want to provide an opportunity to discuss what we can do as a school to support your student's good standing at Insight and work together as a team to make improvements, as needed, to make sure all requirements are being met.



How can approved absences be excused?

Learning Coaches/Legal Guardians are responsible for reporting all excused absences and should be mindful of scheduling any appointments, vacations, or other obligations outside of school hours.

Just like a brick-and-mortar school, legal guardians and/or Learning Coaches are to excuse their student for below reasons. Please save this email address (attendance@k12insightmn.org) to report any excused absences for your student throughout the year. You may also call our office to report absences at (763) 656-2800. As stated previously, we know that when students miss too much school – excused or unexcused – it can cause them to fall behind academically.

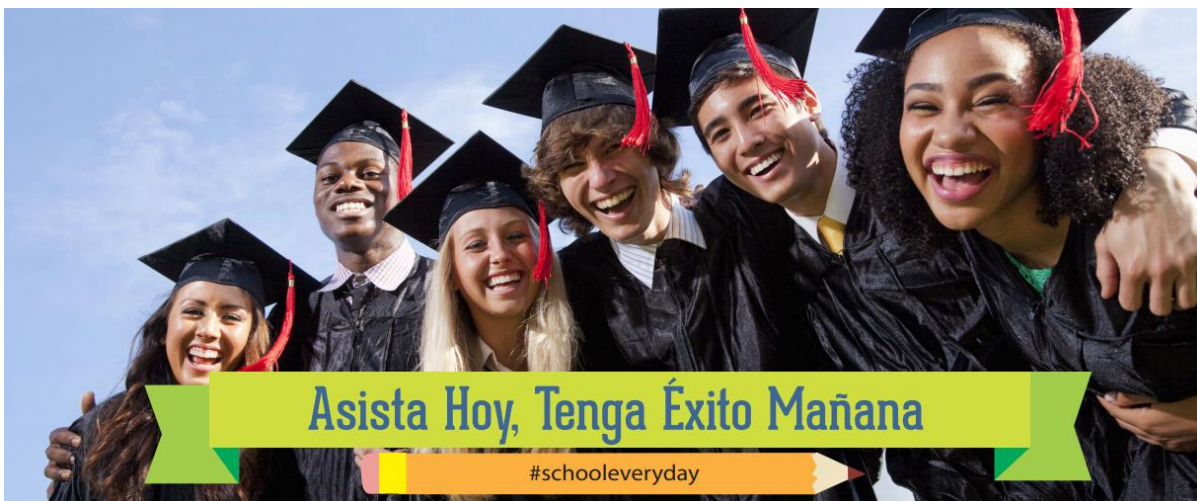
Legal Guardians are responsible for reporting all excused absences. Please include the following information when reporting an excused absence:

- [Student ID](#)
- Student name and grade level
- Date(s) of absence(s)
- Reason for absence
- Length of absence (if it is 3 or more days, please fill out the [Vacation Request form](#) as these absences are subject to approval by HOS/AA)
- Any documentation for absence (doctor's note, etc)
 - To avoid receiving an automated call for the day, please be sure to excuse your student's absence as soon as possible but no later than 10:00AM that day.

Students may be excused for the following reasons:

- Student illness (a doctor's note may be required)
- Family emergency
- Funeral and bereavement
- Medical or dental treatment
- Court appearances
- Religious instruction (not to exceed 3 hours in a week)
- Official school field trip or school sponsored outings
- Vacation or Extended Trip (with Head of School approval prior to student/family vacation if 3 or more days)
- Technical Issues (not to exceed 3 days; verification with K12 Technical Support may be required)

*Excessive excused absences for a medical reason may require a doctor's verification of the absences. **All other absences are presumed to be unexcused** (Minn. Stat. 120A.22, Subd.12).*





Resources

As a reminder, students at Insight School of MN are required to attend school every day as per [the school calendar](#) for at least 6 hours/day. Attendance at ISMN is defined as attending Class Connect sessions and/or logging into complete coursework. There are handouts, FAQ, and additional information listed on our [Weebly site \(linked here\)](#).

Purpose

As a public school in the state of Minnesota, ISMN must follow all procedures and processes as they relate to attendance, truancy, and education. The purpose of ISMN policies and requirements is to encourage regular school attendance. They are intended to be **positive** and not punitive. If you have any questions or concerns about attendance or excused absences, please reach out to us! Our goal is to ensure students attend school so they can be successful in their education!

For more information about attendance expectations:

<https://insightschoolofmn.weebly.com/attendancematters.html>

Looking forward to building a strong ISMN community with you and your family. Thank you for choosing Insight.

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