



# Bridge Academy Attendance

## Teacher Expectations

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- Take daily attendance and maintain accurate attendance records
- Daily attendance should be completed in Synergy by 2:30 PM
- Complete a weekly engagement record for all students
- Use the weekly engagement document to notify office about students that were marked absent, but completed the weekly assignments
- Collaborate with students, parents/guardians, office support and administration to provide the students with optimal learning options to keep the student engaged
- Report any attendance problems to your school administration and work constructively with administration, parent/guardian, and the student to help the student get back on track

*Attendance is required by law, which includes Bridge Academy (Distance Learning). There is a direct correlation between student attendance and academic success. Teachers will be taking attendance daily in Synergy. Please communicate effectively with students and parents in regards to attendance.*