

From: Al Mansouri, Sukawt M. <SAlMansouri@everettsd.org>
Sent: Wednesday, November 17, 2021 11:47 AM
To: JHS.MailList <JHS.MailList@everettsd.org>
Subject: UPDATE: Student Attendance Reminders when the ZE code is used
Importance: High



INFORMATION ONLY STUDENT ATTENDANCE REMINDERS

T-Wolves,

Instructors will no longer receive CONFIDENTIAL e-mails for students who are out due to COVID symptoms, positive, probable, or close contact.

Instead, it's the instructor's responsibility to look in Gradebook and see if you have a student coded **ZE**.

Instructors should enter attendance in Gradebook during the last 10 minutes of class. If attendance is taken earlier in the class period, **PLEASE** update late arrivals in Gradebook.

ZE code:

If a student is mandated out, you will notice that the **ZE** code has been entered in Gradebook for the identified student. If the student is in class, please send them to the health room immediately.

*(sample of the teacher's view when
a ZE code has been used)*

11/12 Fri	11/15 Mon	11/16 Tue	11/17 Wed	11/18 Thu
PC				
ZE	ZE	ZE	ZE	ZE



In-House Coverage: If you're covering a class, please remember to send the attendance sheet to the attendance office at the end of the class period. This is important because of the number of late arrivals. Updates need to be recorded on the sub attendance sheet before submitting the sheet to the attendance office.

In-house coverage:

If you're covering a class, please remember to send the attendance sheet to the attendance office at the end of the class period. This is important because of the number of late arrivals. Updates need to be recorded on the sub attendance sheet before submitting the sheet to the attendance office.

Classroom seating charts:

Please make sure seating charts are updated in Gradebook. We have been referring to them a lot, and accuracy is essential. If your seating chart is not uploaded in Gradebook, please e-mail Sechin your seating charts with the following subject header: Last Name, First Name Sem #, Period # Seating Chart.

An administrator may contact you if specific questions arise when we are identifying close contacts, so please make sure your seating charts are also followed by your students and are available for your guest teacher. You're welcome to turn in a set to the main office to be included in your sub folder.

Student course work reminder:

Instructors, students should have access to links to core content, directions and passwords for digital tools, and technology support in your chosen digital platform, so please have work available for students, and communicate to your students how they can locate course work.

Importance of confidentiality:

Staff, we must keep student information confidential, so if a student was out for a duration of time, please be mindful and don't "call out" or make it "awkward." Some students are mandated out and not given a choice to be at school, for everyone's health and safety.

Attached, for your reference, are all the messages that have been shared with families since school has started.

9/14 [Health & Safety Reminder](#)
9/24 [School/Work Return Flow Chart](#)
10/22 [COVID Attendance Reminders](#)
11/5 [Quarantine Protocols](#)

Thank you,

Lance Balla
Principal

**Sukawt Al-Mansouri**

Office Manager

Jackson High School

salmansouri@everettsd.org

425-385-7001 | 425-385-7044 Fax

 Follow @HMJacksonHS