

**Combined Daily Participation and
Weekly Engagement Template**
Education Code (EC) Section 43504

Section A – Local Educational Agency (LEA) and Class Information

LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade Level/Class Title:	

Section B – Weekly Assignments

Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method		Day of Week	Summary of Assignments/Assessments	Instructional/Assignment Delivery Method	
Monday: Non-Instructional Day:		In-person Instruction		Thursday: Non-Instructional Day:		In-person Instruction	
		Full Day	Partial Day			Full Day	Partial Day
		Video or Online Synchronous Instruction/Assignment				Video or Online Synchronous Instruction/Assignment	
		Full Day	Partial Day			Full Day	Partial Day
		Asynchronous Instruction				Asynchronous Instruction	
	Full Day	Partial Day	Full Day	Partial Day			
Tuesday: Non-Instructional Day:		In-person Instruction		Friday: Non-Instructional Day:		In-person Instruction	
		Full Day	Partial Day			Full Day	Partial Day
		Video or Online Synchronous Instruction/Assignment				Video or Online Synchronous Instruction/Assignment	
		Full Day	Partial Day			Full Day	Partial Day
		Asynchronous Instruction				Asynchronous Instruction	
	Full Day	Partial Day	Full Day	Partial Day			
Wednesday: Non-Instructional Day:		In-person Instruction					
		Full Day	Partial Day				
		Video or Online Synchronous Instruction/Assignment					
		Full Day	Partial Day				
		Asynchronous Instruction					
	Full Day	Partial Day					

Section C – Daily Participation

LEA:		Month of:		Certificated Employee:	
School Site:		Week of:		Grade/Class Title:	

Legend: 100 – No Participation/Absent; 200 – In-Person Instruction; 300 – Student or Parent/Guardian Contact; 400 – Assigned Work Submitted / Assessment Completed; 500 – Other

Student	Monday			Tuesday			Wednesday			Thursday			Friday		
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500

Legend: 100 – No Participation/Absent; 200 – In-Person Instruction; 300 – Student or Parent/Guardian Contact; 400 – Assigned Work Submitted / Assessment Completed; 500 – Other

Student	Monday			Tuesday			Wednesday			Thursday			Friday		
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500
	100	200	400	100	200	400	100	200	400	100	200	400	100	200	400
		300	500		300	500		300	500		300	500		300	500

Section D – Certification

I hereby certify that the information contained on this record is accurate and correct, that the assignments listed represent worth of instructional minutes on each day listed, and that daily participation, including absences was verified for each student in my class.

Teacher’s Printed Name: _____ Teacher’s Signature: _____ Date: _____

Section E – Instructions

For distance learning, the minimum instructional day consists of 180 instructional minutes for transitional kindergarten and kindergarten, 230 instructional minutes for grades one through three, 240 instructional minutes for all other grade levels, 180 minutes for students enrolled in continuation high school, and for students concurrently enrolled at least part time in a community college, University of California, or California State University, and shall be based on the time value of assignments as determined, and certified to, by a certificated employee (EC sections 43501 and 43502).

Each LEA shall ensure that a weekly engagement record is completed for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments (EC Section 43504(e)).

Each LEA shall document daily participation for each student on each instructional day, in whole or in part, for which distance learning is provided. A student who does not participate in distance learning for at least part of an instructional day shall be documented as absent for that instructional day. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the LEA and students or parents or guardians. (EC Section 43504(d)).

For more information, including instructions on completing the template, please refer to the User Guide for CDE's Combined Daily Participation and Weekly Engagement Template for the 2020-21 School Year available on the Instructional Time Resources Page on CDE's website located at: <https://www.cde.ca.gov/fg/aa/pa/instructionaltime.asp>.