

# PROCEDURES FOR e-LEARNING EMERGENCY ATTENDANCE WAIVER

## \_\_\_\_\_ 1 – Administrator Approval

ALL REQUESTS MUST BE PROFESSIONALLY DOCUMENTED. PARENT NOTES WILL NOT SUFFICE.

**A** - Scheduled medical procedures (Doctor/Surgeon Letter **prior to procedure**)

**NOTE: Regularly scheduled appointments do not fall into this category...only medical/surgical procedures. Please schedule appointments after school hours.**

**B** - Emergency medical procedures/conditions  
(Doctor/Hospital Correspondence)

**NOTE: In the case of a long-term condition, the student's progress will be monitored biweekly by school officials to see if other educational services should be considered.**

**C** - Court / legal appointments – Hearings  
(Lawyer Letter/Subpoena/Judicial System Letter)

**D** - College Visit – Letter from Office of Admissions for scheduled visit **prior to the visit**

\_\_\_\_\_ 2 – Teachers will communicate with parent/student pertaining to student's logging in to eLearning via Google Classroom, Edmodo, email, etc. The student will need to do this procedure daily (i.e. logging in to Google Classroom and commenting on lecture, doing the required assignments, etc.). There must be electronic correspondence with *each* teacher *each* day of the absence.

\_\_\_\_\_ 3 – The student must log in / electronically connect with *each* teacher *each* day of the absence. It is understood that the student may not be able physically to do this on the day of a surgery. That day will be counted as an excused absence. We must be able to electronically document the e-activity daily for the attendance to be valid.

Student Name: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

Note: The automated attendance calls will still go out. Upon return, we will adjust your attendance in PowerSchool.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_