

PROCEDURES FOR e-LEARNING EMERGENCY ATTENDANCE WAIVER

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

_____ - Administrator Approval

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

It is understood that the student may not be physically able to connect with teachers on the day of a surgery. That day will be counted as an excused absence.

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 /dangerously contagious illnesses (Doctor/Hospital Correspondence Required)

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**

There must be electronic correspondence with each teacher (and Mr. Edmondson) each day of the absence.

_____ - The student must electronically connect with each teacher each day of the absence. We must be able to electronically document the e-activity daily for the attendance to be valid. This should be done by sending a group email/text to all of the student's teachers (and include pedmondson@gadsdencityschools.org) to request assignments and to validate eLearning. The teacher may require additional electronic activities (i.e. Google Classroom).

Note: You will still receive the robocall for absence but after validation we will adjust iNow accordingly.

Student Name: _____ Date(s) of Absence: _____

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____