



Abbotts Hill Elementary School

Request for Pre-Arranged Remote Participation Learning Day(s)

Students & Parents: Remote Learning Days must be approved 72 HOURS PRIOR TO the 1st Remote Learning Day. The student will be marked absent if prior approval is not received prior to the 1st Remote Learning Day requested. Additionally, all Remote Participation Learning Day(s) will be marked as unexcused until the participation requirements listed below are met. Before approving these requests, school administration will consider the student's complete absence report including excused, unexcused, disciplinary, or other absence types. School administration will also consider the student's academic standing before approving the request.

**Participation is defined as:

- Completion of 45 minutes iReady Reading
• Completion of 45 minutes iReady Math
• Completion of any additional work assigned by the teacher.
• To be marked present - work must be completed and submitted within 2 days after absence

This section to be completed by Parent(s)/Legal Guardian(s)

Form for Parent(s)/Legal Guardian(s) completion, including fields for Student Name, Grade, Teacher, Student ID Number, Reason for Remote Participation Learning Day(s), Requested Remote Participation Learning Date(s), and Parent/Guardian Signature, Phone, Parent Email, and Date.

This section to be completed by Assistant Principal/Principal ONLY

Approval to proceed by Principal/Assistant Principal

Form for Assistant Principal/Principal approval, including fields for Principal/Assistant Principal Signature and Date.

This section to be completed by Homeroom Teacher ONLY

Please use the space below to record the student's attendance daily. At the end of the pre-arranged remote learning days, return this form to our Data Clerk no later than 2 days after the pre-arranged remote learning period has ended.

Attendance tracking table with columns for Date and Participated Remotely or Unexcused, repeated for three rows.

Homeroom Teacher Signature and Date fields.

This section to be completed by Data Clerk ONLY

Form for Data Clerk completion, including fields for Date Attendance Adjusted (if Participated Remotely requirements met), Data Clerk Signature, and Date.