



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



Students & Parents: Remote Learning Days must be approved 24 HOURS PRIOR TO the 1<sup>st</sup> remote learning day or the student will be considered absent.

\*Upon completion of the top section, submit this document via email or printed copy to the assistant principal.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Reason for Remote Participation Learning Days:

\_\_\_\_\_  
\_\_\_\_\_

Remote Participation Date(s): \_\_\_\_\_

*\*\*Participation is defined as completion of 45 minutes each of iReady Reading AND Math on the day of the absence, by 11:59 p.m., or completion of teacher assigned activities. Any graded assignments the student misses will need to be submitted within 2 days of the students return.*

\_\_\_\_\_  
Parent/Guardian Name                      Date                      Parent/Guardian Email Address (\*This will serve as your signature)

This section to be completed by Assistant Principal/Principal only:

Approval by Principal/Assistant Principal	
_____	_____
Principal/AP Signature	Date

This section to be completed by HOMEROOM teacher only:

Please use the space below to record the student's attendance daily. Select Participated if student completes asynchronous lessons/assignments. Select Absent if student does not complete lessons/assignments. At the end of the pre-arranged remote days, return to Data Clerk.	
Date: _____	Attendance Status: _____
Date: _____	Attendance Status: _____
Date: _____	Attendance Status: _____
Date: _____	Attendance Status: _____
Date: _____	Attendance Status: _____
Participation is defined as completion of 45 minutes of iReady Reading AND Math. Or, completing teacher assignments.	

This section to be completed by Data Clerk:

Attendance Adjusted	
_____	_____
Date	Data Clerk Initials