

September 11, 2020

Dear Parent/Guardian:

Your child's daily connection with their classroom teacher is of the utmost importance to help them continue to learn and be successful in a virtual learning environment. We truly appreciate all that you are doing to support your child in being successful in school during this time. One of the ways you can support your child is encouraging daily attendance and engagement in school activities. We are reaching out to explain how you can support your child's attendance in our virtual environment. We ask that you talk to your child about their responsibility of attending school everyday.



Initially, your child was responsible for checking-in to each class by completing a checkbox in their Student Portal for every class period. **Your child no longer has to complete this check-in process, although they remain responsible for attending all classes.** We made this change to improve overall efficiency of the virtual attendance process.

We realize there may be a valid reason why your child is unable to engage in a class in a virtual environment. Below are some of those reasons and directions on what to do to ensure that your child's attendance is accurate. By following these actions, you will receive fewer inaccurate phone calls about attendance because we will have the necessary information to record your child's attendance correctly.

Reason for Absence	Your action to support accurate attendance
Your child is ill	Contact your child's school attendance office <i>Please indicate if your child has tested positive for COVID-19, has been in close contact with someone diagnosed with COVID-19 or if your child has any COVID symptoms</i>
Your child has a medical appointment (for students who are onsite or when the District moves to blended learning model)	Contact your child's school attendance office
Your child does not have access to technology or WiFi	Contact your child's school attendance office and <b>state the reason for the absence is due to technology issues</b>

***If you feel there has been an error made regarding your child's attendance, please contact the school attendance office so this can be corrected.***

### **Automated Absence Calls Modification**

Green Bay Area Public Schools strives to partner with our parents and wants to keep you apprised of your student's attendance through an automated call. This call is generated when your child is recorded as absent in our attendance system, meaning they did not contact their classroom teacher during the school day. The calls will be scheduled to begin one hour later, at 7:00 p.m. The reason for the change is to allow our staff more time to review daily attendance for accuracy. Please continue to communicate with school, through the attendance office, when your child is unable to participate in instruction.