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Northwood Elementary Participate Remote Learning Day Request

Students may request up to 5 remote learning days per semester and receive attendance credit for being present through remote participation. To receive participated remoted credit student must follow the participated remote directions outlined below.

- ✓ Notification of PR Day must be made prior to the start of the instructional day to teacher(s). Students should make all requests for remote learning days one school day prior to the requested date when possible.
- ✓ Remote learning days can not be requested on summative evaluation days.
- ✓ All work must be submitted within 2 days of the return from the remote learning days.
- ✓ *The absence will be marked Unexcused in IC until this form is completed and turned in to the Assistant Principal. Once the teacher has signed that the assignment is complete and hands this form into the office, the absence will change to PR (Participate Remote).*

Remote Learning Day Process:

1. Advanced notification: Meet with teacher for pre-approval of PR Day to get directions for your asynchronous learning assignment. Teacher will sign off for pre-approval.
2. Day of Notification (Must be prior to the start of the instructional day): Teacher will sign off indicating they received notification of PR Day.
3. Complete asynchronous learning assignment during your remote learning day.
4. Turn in assigned learning activities. Teacher will sign off on completed assignment.
5. Teacher will turn Participated Remote Form into office for attendance correction in Infinite Campus.
6. Student must have a pre-approval signature and assignment completed signature from homeroom teacher and must have completed all assigned assignments of RELA and Math to receive PR credit.

Student Name		Teacher Name	
Participated Remote Date(s)			
Parent Signature			
Reading Assignment	Math Assignment	Notification Received - Teacher Signature	Assignment Completed Signature

School Administration Notes: