Participated Remotely Absence Request
Manning Oaks Elementary

Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely.

- To be marked present, work must be submitted within 2 days of absence.
- Students may not use a remote learning day on a test day.
- Parent/guardian or student must notify teacher in advance to the start of the instructional day to utilize the participation benchmark rule.
- Schools will make their best effort to provide instruction given early notice.
- For security reasons, students who are out of the country may not participate in remote learning.

Students need to meet the following guidelines to receive credit: Student participates in synchronous Reading/Language Arts and Math instruction remotely or participates asynchronously as defined by the teacher.

- ✓ We request that parents notify the teacher 3 days before the absence when possible.
- ✓ Attendance will be marked Participate Remotely (PR).
- ✓ Failure to complete this form will result in an unexcused absence.

Remote Learning Day Process:

1. The parent notifies the teacher of the request. The teacher provides the assignment to the student (or emails the parent).
2. The student completes and submits to the teacher the assignments provided for the participated remotely day.
3. The teacher reviews the work to confirm the completion of the work.
4. The teacher submits the completed form to the Front Office/Data Clerk for attendance correction in Infinite Campus.

Student Name Please print first and last name.		**Grade**	
Homeroom Teacher			
Dates Student Will Be Absent			
Parent Signature		**Today's Date**	

Days	**Assignment**	**Assignment Completed Teacher Signature**
1		
2		
3		

FOR OFFICE USE ONLY:

Office Use Only: Attendance Updated on IC Signature:	**Participated Remotely Days Used - 10 days per year:** **1st semester /5 2nd semester /5**