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November 23, 2020

Dear Parent(s)/Guardian(s):

As we continue to transition into quadmester two, and recognizing that some students will be attending their classes remotely, *PPM164: Remote Learning* requires that attendance be taken daily and that a staff member contact parents/guardians in the case of an unexpected student absence.

This memo explains how the Attendance Verification program is being adjusted for students who will be attending school physically (Cohort A and B) and students who will be attending school remotely (Cohort C).

It is critical that the school receives timely and accurate information regarding each student's attendance to support the safety of all students and to comply with Ministry and regulatory requirements. To do this, we need your support.

Students in Remote Learning only (Cohort C)

Students who attend remote only must log in daily and on time. Where a student has not logged in within half an hour of start of class and a parent/guardian has not reported the absence, the school will contact parents/guardians to report the absence.

Students attending school in person (Cohorts A and B)

Parents/guardians are required to continue to notify the school if a student will be absent. Students who are attending school in person must attend physically on their scheduled day of the week.

If a student who is supposed to attend school physically attends class remotely online, it is the parent's responsibility to ensure that the school is aware that they will be changing their learning mode for that day.

For example, if a student is in Cohort A and is supposed to be at school on Monday, and will be attending class remotely online, it is the parent/guardian's responsibility to inform the school.

If the school has not been informed of this change in learning mode, a call will be made to inform the parent/guardian of the change.

All students, regardless of cohort, will continue to be required to log in to their afternoon study hall within half an hour of afternoon start time.

Please contact the school if you have any questions.

Sincerely,

K. Richardson
Principal