

Park Elementary
500 S Sycamore St
Fairmount, IN 46928
765-948-5232 *ph*
765-948-5240 *fax*

●LEARNING DAY ATTENDANCE

January 30, 2015

Dear Parents/Guardians,

First, we would like to thank our families for the support and feedback you have given us in regards to the eLearning Days. One process we would like to provide clarification on is attendance on the eLearning days. We have outlined them below and talked with your children throughout the day about attendance procedures to follow on all eLearning days for the remainder of the school year.

ALL students are to check in with their homeroom teacher at some point during the eLearning day in order to be counted "present" that day. We are setting the deadline by **8:00 p.m.** to accommodate those students that may need to wait until evening supervision to complete their work.

Students can check in with their teacher(s) via Google Classroom or My Big Campus, whichever platform they use to access their assignments and submit them to their teachers.

IF a student does not have internet access (home, sitter, grandparents, library) or have some technology related issue, then we ask that you call one of the following to report your situation.

Park Elementary Office: 765-948-5232 (Leave a voicemail if no one answers)
MG Tech Office: 948-3582 (Office hours are **8:00 AM - 4:00 PM**)

If you have any further questions, please feel free to contact me at the school office. Again, these procedures will need to be followed for each eLearning Day for the remainder of the school year.

Thank you,

Mrs. Emily Tracy
Principal
etracy@mgusc.k12.in.us