Dear Parent or Guardian,

Your child’s attendance, participation, and engagement are all important factors that our school has always monitored and measured. However, as a result of our transition to an online learning environment, how we do this will now look different. We would like to share with you how attendance and participation and engagement will be monitored and tracked in an online setting, including the type of information that will be collected and how it will be used.

* Your child’s attendance will be measured by [insert the types of data that will be used to measure presence in class].
* Your child’s participation and engagement will be measured by [insert how participation and engagement will be measured, including the types of information collected, the method of measuring, and how it will factor into student grades].

If you believe the information we have listed above will not be an accurate portrayal of either your child’s attendance or participation and engagement, please reach out to [school staff member] to request an accommodation or alternative. We know that everyone’s home learning environments look different, and we want to make sure that we’re providing your child with every opportunity to succeed during this time.