Dear Student,

As you can imagine, the way we work together in an online classroom will look very different from how we used to work together in person. As a result of our transition to an online learning environment, we want to keep you updated on how we will be taking attendance and measuring your engagement:

* Your attendance will be taken by [insert method for measuring attendance].
* Your behavior will be assessed by the way you interact with your peers and teacher through [insert information about what channels of communication will be monitored and factored into a student’s final grade. For example, if the platform your school uses provides teachers with the chat logs of the general online classroom *and* private chats between particular students, it is important to note this information].
* Your engagement will be assessed by [insert how engagement will be measured. This can range from the learning analytics tools employed to simple responses to questions in a classroom setting].

If you have concerns about any of these methods, please contact [teacher] for alternatives. We know that everyone’s home learning environments look different, and we want to make sure that we’re providing you with every opportunity to succeed during this time.