E-Learning Days are an opportunity for students to meet class requirements through online engagement of class material and assignments while they are away from the building. Parents/guardians may request **up to three (3) days per semester** as eLearning Days. Educational trips, non-school related athletic competitions, and college and/or career visits are examples of acceptable eLearning Days. **Approval of eLearning Days is at the discretion of the school principal.** Students may not take eLearning Days during the first five (5) days of school year or during the last ten (10) days of both semesters.

**Student Requirements for an eLearning Day**

In order to use an eLearning Day, students must meet the following requirements prior to the request:

- No unexcused absences for the entire school year, excessive absences (five (5) or more in a school year), or excessive tardiness (ten (10) or more in a semester)
- Minimum average of 80 in each class.
- No Class II or Class III discipline write-ups during the semester the request is made

**Procedure for eLearning Days**

1. A parent/guardian should complete and submit this form *(Request for eLearning Day (Part 1))* to the school principal a **minimum of five (5) days prior to the eLearning Day(s)**.
2. The parent/guardian will be notified whether or not the eLearning Day was approved prior to the requested eLearning Day(s).
3. During the eLearning Day, the student should complete all necessary assignments.
4. Upon returning to school, the student will have five (5) days to submit the completed form *Request for eLearning Day (Part 2)*, which is available at the school office or online. **The absence will be unexcused until the Request for eLearning Day (Part 2) is completed and submitted to the school office.**

**Student Responsibilities for eLearning Days**

1. The student is responsible for completing all necessary assignments.
2. The student is responsible for getting the form *Request for eLearning Day(s) (Part 2)* which is available at the school office or online.
3. The student is responsible for completing the form *Request for eLearning Day(s) (Part 2)*, including having each of his/her teachers sign the form.
4. The student is responsible for submitting the completed *Request for eLearning Day(s) (Part 2)* form to the school office within five (5) days of the eLearning Day.

(CONTINUED ON THE BACK)
TO BE COMPLETED BY PARENT/GUARDIAN

Student Name: ___________________________________               Date(s) of eLearning Day: ___________________

Semester the eLearning Day will be taken (check appropriate space): ___ First Semester   ____ Second Semester

This will be my student’s (check appropriate space) ___ First ___ Second ___ Third eLearning Day(s).

Reason for request of an eLearning Day(s): ____________________________________________________________
______________________________________________________________________________________________

Parent/Guardian, please read the below statements, sign and date, and return the form to the school office.

I understand the **Student Requirements for an eLearning Day**, and my student has met those requirements. I, also, understand the **Student Responsibilities for eLearning Days** and that my student must complete these responsibilities so that the **E-Learning Day will not count as an absence for my student**. Further, I understand that the absence will be **unexcused until the Request for eLearning Day (Part 2) form is completed and submitted to the school office.**

_______________________________________________________
_______________________________________________________

PARENT NAME   PARENT SIGNATURE   DATE

TO BE COMPLETED BY SCHOOL STAFF

<table>
<thead>
<tr>
<th>Period/Subject</th>
<th>The student named above has an 80 or above average in the class</th>
<th>The student named above has had no unexcused absences for the entire school year, excessive absences (five (5) or more in a school year), or excessive tardiness (ten (10) or more in a semester)</th>
<th>The student named above has had no Class II or Class III discipline write-ups during the semester the request is made</th>
<th>Yes</th>
<th>No</th>
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TO BE COMPLETED BY PRINCIPAL

The above student’s use of eLearning Day(s) is: _____ APPROVED   ____ DENIED

Principal Signature: ___________________   Date: ___________________
Request for eLearning Day(s) (Part 2)

In order to receive credit for an eLearning Day, a student must have the following form completed by all of his/her teachers. This form provides documentation that the student completed all necessary requirements so that the E-Learning Day will not count as an absence for the student.

Student Name: ___________________________  Grade Level: __________________

Date of eLearning Day(s): ____________  Deadline to return this form to the school office: ________________
(This date is five (5) schools days from the eLearning Day)

<table>
<thead>
<tr>
<th>Period/Subject</th>
<th>Teacher Name</th>
<th>Teacher Signature</th>
<th>The student named above completed all necessary requirements for the eLearning Day(s)</th>
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Student Printed Name: ___________________________________________

Student Signature: _____________________________________________

Date Form Returned to the Office: _________________________________

=================================================================
TO BE COMPLETED BY PRINCIPAL  ===============================

All necessary requirements were met so that the E-Learning Day will not count as an absence for the student.  ______ YES  ______ NO

Principal Signature: _________________________________________  Date: _________________