



Communications, St. Luke School <schoolcommunications@stluke.school>

attendance for week of March 24

1 message

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Mon, Mar 23, 2020 at 10:39 AM

To: "All St. Luke Faculty and Staff" <all@stluke.school>

ATTENDANCE PROCEDURES -

This week, parents only need to complete the online form 1 time, per child, this week. The form has a place to indicate attendance for Tuesday, Wednesday, and Thursday.

The link is already on your E-Learning Verification sheet for each day this week (These forms are in the Shared Drive E-Learning Days<March 2020 < grade level. So grades K-6, you don't need to do anything except remind parents to complete the online form 1 time March 24-26. If they accidentally do submit it multiple times for the same child, it is not a problem!

7th and 8th grade - please add the link to your emails and website with the daily homework tracker. Perhaps this form link could be another row on the homework tracker.

[Here is the link to this week's attendance form](#)

Parents could also sign the daily homework sheet and email it to attendance@stluke.school (or to the homeroom teacher, who then forwards it to attendance@stluke.school). Please try to encourage everyone to use the online form. As you can imagine, the individual emails quickly become overwhelming to manage. We would all rather spend our time designing E-Learning lessons, collaborating with each other, providing student feedback, and caring for ourselves :)

Text to copy and paste into your newsletters/emails:

To submit your child's attendance for March 24 - 26, please use [this link](#) to access the online form one time during the week. The online form needs to be completed *one time* this week for each child.

Beth Borland
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3/25/2020

Saint Luke Catholic School Mail - attendance for week of March 24

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