

Clayton Cyber School

At Simmons Elementary



Dear parents/guardians,

In order for teachers to take attendance, they will be posting a Google Form each day for the student (or parent for our younger students) to fill out. At this time, we are asking that the students "sign in" using this Google Form by 9:00 am to be considered on time for the regular school day. Attendance will be marked as follows:

- Student signs in by 9:00 am - the student is marked as present and on time
- Student signs in between 9:00 am and 11:00 am - the student is marked tardy
- Student signs in after 11:00 am - the student is marked absent

We understand that some students may not be completing their work at this time. Some students may need to wait for a parent to assist them with their work later in the day. We are only asking that the attendance Google Form be completed by 9:00 am.

We will be monitoring how the school year begins, and if need be, making changes as the need arises. If you have any questions, please contact Taryn Simmons at tsimmons@claytonps.org