

GRANTING TEMPORARY REMOTE ATTENDANCE EXCEPTIONS:

LCPS recognizes that a few families may have unique situations that prohibit a child from daily synchronous attendance. The parents/guardians must report these unique situations to school staff and the parent/guardian may request a **Temporary Remote Attendance Exception (TRAE)** via **LCPS Permission Click**. Students will only be granted an exception if **approved by the school principal, or designee**. Temporary Remote Attendance Exceptions (TRAE) **will only be approved for one week** and parents/guardians must renew the request weekly using permission click.

Students who receive a TRAE **must demonstrate** participation, engagement, and commitment. If a student does not provide time sheets or evidence of work or participation in a timely manner, the student will be counted as absent.

Below are some reasons a student may be considered for a TRAE:

1. Students who do not have internet access.
2. Students who have limited internet access and are not able to attend daily scheduled synchronous learning time due to family hardship.

Such exceptions must be requested in the following manner:

1. Parents/Guardians submit the TRAE request via LCPS Permission Click
2. School principal will review and approve or deny the request.
3. Parents/Guardians must renew weekly.

Exceptions will be approved for students with the following EXPECTATIONS:

1. Parents/Guardians must submit a time log demonstrating student engagement/participation to the teacher/admin on Mondays.
2. Students must submit all required assignments (if any) by the following Monday or first day of the school week.
3. Students must demonstrate engagement, participation, and completion of required work.
4. The parent/guardian may resubmit a request for TRAE weekly, using permission click.

If a student does not meet these expectations and is not providing evidence that he/she is engaged in learning, he/she will be marked absent and the student's temporary exception may be denied by the school principal.

HOW TO APPLY: The permission click link will be available on the school webpage that your child attends. Please contact the attendance secretary/registrar if you cannot locate the link.