

WHAT TO DO WHEN YOU MISS SCHOOL...

CCS Academic Statement on Absences | A Guide for Absences due to Illness

LOWER SCHOOL (K-5)

IF your child is absent for 2 or more days...

GRADE LEVEL WEBSITE: Access the Grade Level Class Website on Veracross where you will find:

- Monday Letter
- Assignment Sheet
- Weekly Spelling List
- Assignments that can be completed independently at home

Example:

Veracross Parent Portal > My Children > Classes and Reports > 3rd Grade Class Website > Website

MAKE-UP WORK: You may print off work, track with assignments from home, and turn in missed work when your child returns to school.

CATCHING UP: Some assignments require more guided teacher instruction and will not be shared on the website. For these, the teacher will work with the student when they return to get caught up on what they missed.

UPPER SCHOOL (6-12)

For students that are absent due to illness, please use **Veracross** to see the assignments they will need to complete.

TEACHER WEBSITES: Every class will have the homework assignment posted in the lesson plans on the teacher's website linked from the student's class schedule. As your child accesses the class website, they may also see attached PowerPoints or worksheets, if applicable.

ACCESSING ASSIGNMENTS ON THE VERACROSS PARENT PORTAL

1. Click on My Children from the navigation bar across the top of the Veracross Parent Portal main page.
2. Click on Classes & Reports for your student.
3. You will then see a listing of each of your student's classes.
4. Please click on the Class Website link for each class to access the class's website.
5. Once on the class website, the listing of Lesson Plans will be shown on the home screen. Please click on the individual lesson plans to see the assignments given that day. Please click on Resources to access uploaded PowerPoints, worksheets, or other class documents.

NOTE: MOBILE DEVICES | The navigation bar is three lines in the upper left corner on a mobile device, otherwise the directions are the same.

MAKE-UP WORK: For each day a student is absent due to illness, they will have a day to make up the work. If students need additional help or resources, please have them reach out to the teacher directly before the end of the academic day.