

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) STUDENTS

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

1. Log-in to your Veracross Student Portal.
3. Click on **Classes and Reports** in your student portal
Click on the Class you are interested in going to.
5. Click on the **Website Tab** of one of your classes.
6. Click on the **Posts Tab** to view a daily overview of what the teacher covered in class.
7. The daily Post will also include a link to the class recording and links to any handouts or PowerPoints used in class.
8. Click on the **Calendar Tab** to view any homework assignments or information about upcoming assessments. NOTE: To get the most accurate and up-to-date information, click on the **lesson plans** for each day, which you can get to via the **Calendar Tab**.
9. You will need to view the Website (including the Posts and Calendar Tabs) of each of your classes to view each class recording and accompanying information.
- 10 Teachers may also use the **Resources Tab** as a location of files.
11. Please reach out directly to your teacher with any questions.

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.