



## MONTHLY ATTENDANCE TRACKER FORM

Student Name (print): \_\_\_\_\_ Quarter (circle): I II III IV      Month: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Sonshine Christian Academy is committed to providing excellence in education with a Christ-centered focus. Due to the COVID-19 pandemic, we are required to manage the social distancing criteria of 6-feet of space per student, and we need your help! Please commit to a monthly attendance routine so that we may know how to effectively use the space in both campuses to accommodate the social distancing requirement. We need to know the following:

	Attendance Tracker Question	Your Answer (please circle all that apply)					Special Notes:
1.	Will your child be learning from <b>home or at school</b> this month?	<b>Home</b>		<b>School</b>			
2.	If your child is learning from home, will they need access to a computer from Sonshine Christian Academy?	<b>YES</b> (my child will need to use a SCA computer)		<b>NO</b> (my child does not need an SCA computer)			
3.	If your child is learning from school this month, how many days of the week will they attend at school?	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	

Once learning spaces in classrooms become full, students will be safely placed in an overflow learning area where teachers will manage their work and answer questions in a socially distant space outside of the classroom. In the instance where overflow space is used by our students, faculty and support staff will work together to monitor a routine switch to accommodate the academic progress of all on-site learners. When emergencies happen and families are unable to strictly adhere to this month's attendance selection, the student will automatically be placed in the overflow learning areas to accommodate the circumstance. Please review the following safe-space student limits below to help you understand when your child may be placed in a learning overflow area directly outside of the classroom once the 6-foot occupancy limit has been reached:

Grade	Campus & Room #	Homeroom Teacher	Classroom Safe-Space Student Limits
Prekindergarten	Mock · RM 214	Mrs. Roberts	15
Kindergarten	Lenore · RM 102	Mrs. Bell	7
First	Lenore · RM 101	Mrs. Theiss	8
Second	Lenore · RM 103	Mrs. Kendrick	7
Third	Lenore · RM 105	Mrs. Lee	7
Fourth	Lenore · RM 106	Ms. Wallace	20
Fifth	Mock · RM 207	Ms. Wilson	9
Sixth	Mock · RM 203	Mr. Hairston	9
Seventh	Mock · RM 204	Dr. Tyus	12
Eighth	Mock · RM 205	Mrs. Brown	8

Children will be directed to designated overflow areas after the number on the left has been reached, according to grade.