

Daily COVID Symptom Tracker Form

As we welcome students back to our facilities, you are required to fill out a **Daily COVID Symptom Tracker Form**. Although your child may not yet be in the hybrid learning method or is learning remotely, there are activities and athletics that your child may attend in-person. Therefore, we are asking that you complete this form each day. If your child is learning remotely, you need only answer one more question about whether your child will be participating in an in-person activity. This will help us keep each other safe every day. If your child has any symptoms listed on the form, we ask that you keep them home and have them participate in remote learning that day.

The process is as follows:

- An email from **noreply@qemailserver.com** entitled "Daily COVID Symptom Tracker Form" will be sent daily at 5:00 a.m.; a reminder email will be sent at 7:00 a.m. for those who have not yet completed the form.
- The email will be personalized with the name of the child for whom you are filling out the form.
- Click on the link to the survey and take the survey.
- If you plan on having your child learn from a school facility, please be sure to choose the in-person option. If your child has no symptoms, you will receive a green check that states your child has been "Approved to attend school today." Students in grades 6-12 will also receive the "green check" to their LPS email address.
- You (or your secondary student) will need to show this "green check" each morning to be admitted to school. An electronic list of approved students will also be available to the staff monitoring the entrances.
- Please check your spam folder if you do not see the email by 7:00 a.m. If you do not receive the email, please contact lps-surveys@livingston.org with your child's name, school and grade level.
- You can only use the link embedded in your daily email ONCE.

Since only one form per child can be submitted, the link is being sent to the Guardian 1 email listed in the Genesis Parent Portal. If Guardian 2 needs access to the form, the email with the link can be forwarded to the other guardian or you can use the QR available at the schools.

Thank you for helping us keep each other safe!