

## MESSAGE TO BE SENT TO ALL PK-12 FAMILIES ON 9/30/2020

Dear Parents,

As we welcome more students back to our facilities, we remind you that you are required to fill out a **COVID Daily Symptom Tracker Form** **each day your child will attend school or 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.

**Starting tomorrow, October 1, ALL PARENTS OF STUDENTS PRESCHOOL THROUGH GRADE 12 will receive the COVID Daily Symptom Tracker Form.** You will receive an email seven days a week for your child. **If your child is not attending any event at a school facility that day, please disregard the email.**

The process is as follows:

- An email from [noreply@qemailserver.com](mailto:noreply@qemailserver.com) entitled "COVID Daily Symptom Tracker Form - Please Complete" 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. tomorrow, October 1st. If not received, please contact [lps-surveys@livingston.org](mailto: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 the other guardian needs access to the form, the email with the link can be forwarded to the other guardian or a QR code can be obtained at the school.

Thank you for helping us keep each other safe!

*Livingston Public Schools*

[Upcoming Hybrid Transition Dates:](#)

*Grades 3-5: October 5*

*Grade 6: October 19*

*Grades 7-12: October 26*