Background and Process for Daily Student Attestation (Internal)

While in-person services/instruction is limited to a handful of buildings supporting a limited number of students with IEPs, a paper attestation process will be used.

1) Family Contact

Once student is approved for in-person learning*, building nurse contacts family to review student health information, educates the family on health & safety protocols and documents the information in CareDox (EHR).

- Reviews student health information
- Confirms student’s tolerance for wearing face covering
- Reviews attestation health screening questions for understanding
- Explains daily attestation expectations
- Discusses process if student becomes ill/symptomatic at school
- Confirms emergency phone contacts and up-to-date phone numbers

2) Attestation Process

Form Distribution

- Forms in home language are delivered or mailed to the family prior to their first day of in-person learning. Included is an instruction sheet on how to complete the daily attestation forms.
- Additional forms will be sent home in the student’s backpack on the first of each month by the special education department.

Completion of Daily Attestation

- Family member completes and signs each school day prior to arrival.
- Students who are 6th grade or older, do not have a form, or parent/guardian did not complete a form, can fill out an attestation form and receive a temperature check upon arrival.

Hand Off of Attestation Forms

- By bus with monitor: The family will show the completed attestation form to the bus monitor and then place it in the student’s backpack. Upon arrival at the school, the designated staff greeter will take the form out of the backpack.
- By family vehicle: Upon arrival at the school, the family will hand the completed attestation form to the designated staff greeter.
- By Hop Skip Drive: Family member will place the completed attestation form in the student’s backpack. Upon arrival at the school, the designated staff greeter will take the form out of the backpack.

Designated Staff Member:

- Collects the completed attestation form from the bus monitor, family member, or student’s backpack.
- Places the attestation forms in a binder. Until an electronic attestation process is in place, paper records will be maintained confidentially at the building in a common location.
- Evaluates student without a completed attestation form for symptoms, takes student’s temperature, and guides student to isolation room until family confirmation of health status.

*The Special Education Department will work with the family to complete the legal agreement.

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