

To: Elementary School Parents  
From: Mrs. Beck  
Re: E-learning Days  
Date: 10/15 - 10/16

Students will locate assignments during E-Learning days through Google Classroom, which will be posted by the classroom teacher by 8:00 a.m.. You may access Google Classroom with an app or through the school webpage. To access Google Classroom through the school webpage, you will need to follow these steps:

- Go to the school webpage - [www.covington.k12.in.us](http://www.covington.k12.in.us)
- Select the E-learning tab under Elementary School
- Select Google Classroom Login
- Login with your child's information, which will be sent home. If your child doesn't have or doesn't remember his/her password, please call the school between 8-12:00 on Oct 15th & 16th at 793-2254.

The elementary school computer lab will be open from 9 - 11:30. There is no transportation provided to the open lab. The lab will be staffed with an individual to help students with general questions. However, there is no one available to individually help students to complete school work. If you have a child who will be using the lab to complete school work, you will need to leave a name and a number for pick up. We will call when your child is done. You will need to have someone available to pick up your child anytime between 9:30 - 11:30.

Teachers will be available from 9:00 - 11:30 to answer student questions via google classroom or email.

We understand that not everyone has the same technology or access to technology for E-learning instruction. With this in mind, students have five **School** days to complete all E-learning assignments. . All work must be completed by October 25th or the child will receive a 0 and be counted absent. This extension is only at the elementary school since many of our students don't have devices.

Sincerely,

Mrs. Beck