



CORNERSTONE CHARTER ACADEMY

WWW.CORNERSTONE.TEAMCFA.ORG

August 14, 2020

Dear Cardinal Parents,

I know that you have recently received a lot of information about the beginning of the school year, but with this year being so different, we felt it was important to make sure you got more rather than less information. This letter is in reference to attendance for the first day of school.

Our accounting for attendance this year is critical. We need to make sure that everyone that is currently enrolled is accounted for so we can keep their spot in our school. We need to make sure that if there are open seats, we are able to fill them quickly. Both of these items play a crucial role in the funding of our school for the 2020-2021 school year, and with the uncertainty surrounding school budgets, it will be very important that we get it right.

Please take a minute to read through each of the following scenarios and follow any directions that are relevant to you and your student(s):

- A. **If your student is attending school on the first day (Tuesday August 18th)...** then their attendance will be taken at school, and you do not need to do anything.
- B. **If your student is an "off-day" cohort student (Cohort A) on Tuesday August 18th...** then you need to do one of two things:
 - a. Log your student's attendance on the appropriate form below:
[K-5 Attendance Form](#)
[Middle School Attendance Form](#)
[High School Attendance Form](#)
 - b. Or, if you are unable to log onto the form, your student's teacher will call you Tuesday afternoon. Please have a live conversation with them verifying that you are in attendance that day.
- C. **If your student is a fully remote student...** then you need to do one of two things:
 - a. Log your student's attendance on the appropriate form below:
[K-5 Attendance Form](#)
[Middle School Attendance Form](#)
[High School Attendance Form](#)
 - b. Or, if you are unable to log onto the form, your student's teacher will call you Tuesday afternoon. Please have a live conversation with them verifying that you are in attendance that day.

If we are unable to register your student's attendance either via their attendance at school, or one of the other methods listed above, you will risk losing your enrollment spot in our school. Please help us out by making sure that we are able to track attendance accurately during the first days of school.

Thank you for your attention, commitment, and dedication to Cornerstone!

Sincerely,

Joe Caraher
Director