

September 11, 2020

**The Qualtrics “Daily Symptom Tracker”
Information for Parents/Caregivers of Tenafly Students**

What is this and How does it work?

All Tenafly Public Schools are using the Qualtrics Daily Symptom Tracker as a health screening device for all students who report to our schools. This system delivers a link to an easy-to-complete, daily electronic form via email to the primary email address of each student’s parent/caregiver. The parent/caregiver is asked a brief series of CDC-recommended questions about the health condition of the Tenafly student. Approval for the student to enter the school building on the given day will be dependent upon the responses entered.

At the conclusion of the brief form, respondents will see either a **GREEN CHECKMARK ✓** indicating the student is **APPROVED** for entry that day or a **RED “X”** indicating that the student is **NOT APPROVED** for entry that day. Additionally, respondents will receive a separate email affirming the student’s status for that day.

How is this information used?

The dashboard access granted to school staff allows them to see the students’ names and their approval status to ensure that all students present have submitted the form and received clearance to enter the building. The individual responses to the questions are not viewable by school staff.

How do I receive the daily form for my child?

This system releases an automated daily form link to the primary email address of every student’s parent/caregiver at 4:30am each weekday. If the form is not completed by 7:30am, a reminder email will be sent to the same email address.

The links to the forms are set to expire at the start of the school day. It is imperative that you complete the form prior to your/your child’s arrival to school.

Who must complete this form?

The link to this form is emailed to the primary email address of all students on their “report to school” days.

On any day your child reports to school, it is MANDATORY that this form is completed BEFORE YOUR CHILD REPORTS TO SCHOOL. Failure to report your child’s health status may result in non-admittance or removal from school.

Note: Any student who needs to physically enter the school for any reason, MUST have a completed form on record prior to his/her arrival. Should a situation occur midday that requires a student to report to school unexpectedly, use the pathway to the form provided on the “Popular Links” portion of our website.

Is there anything I need to do before completing this form each day?

Before completing the daily health attestation form, it is expected that a temperature check will be done at home to accurately answer the question(s) that pertains to whether or not the child has a fever (100.4 or higher).

The student should also be asked about his/her general feelings with regard to health, especially as they pertain to the following:

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches (not related to the effects of recent exercise)
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What happens if my child is not approved for entry to school based on the reported symptoms?

Should your child *not be approved for entry* to school based on his/her reported symptoms, he/she *may participate remotely* if he/she is well enough to do so. Please contact your child's teacher so he/she is aware of the full-virtual participation on that day.

If your child *is not well enough to participate in school remotely* on any given day, you must *follow the school's standard procedures for reporting a sick day absence* for your child and seek proper professional medical guidance.

What can I expect on Monday, September 14 since my child is enrolled in Cubs, Paws, Kindergarten or Grade 1?

Parents/Caregivers of students in our Cubs and Paws programs, as well as those in Kindergarten and Grade 1, should receive the link to Daily Symptom Tracker form beginning on Monday, September 14th. If you do not receive this link to your email, please do not worry! Simply inform your child's teacher, and see below for more opportunities to report your child's health.

What if I can't locate the email? What if my child is with another caregiver?

In the event that you do not receive the email for your child - or in the event that your child is not in the care of the parent/caregiver to which the email was sent - no problem!

Keep your Student ID number handy and go to the school website:

- Find the Icon on the "Popular Links" bar
- Click "Symptom Tracker"
- Click on "Student"
- *You will then be prompted to enter your child's student ID number
- You will then receive access to the form.

*Note: Your child's student ID # may be found in our Genesis System:

- Log In to Genesis
- Look Under **Student Data > Summary** tab
- Student ID is listed under the student's name, to the right of the school name.

What happens if my technology is not working on a given day that my child attends school?

We understand that you may encounter issues that interfere with your technology (loss of power, no device access, etc.) For these extraordinary circumstances only, we have included a paper health attestation form on each school's website.

Go to the Home Page of your School Website where you will find a printable version of the health attestation form. Complete this form, sign, and have your child present at the time of arrival. The paper form should only be used in select situations, as the electronic version of the form is our standard process for reporting daily symptoms of students and staff.

How do I have the form sent to a different email address?

This form will always be sent to the primary email address connected to a student in our Genesis Portal. If you wish to have the daily link to this form sent to a different email address, you can **EDIT** your primary email under the **CONTACTS** tab in the Parent Portal. The email entered as the "**HOME EMAIL**" for "**GUARDIAN 1**" is the email that will receive the link to the Daily Symptom Tracker form as well as all other school/district communications.

Remember, this change will result in all school/district communication being sent to the updated email.

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