

# COVID-19 Parent or Legal Guardian School Reporting Form

## Form 1213

**Revision:** Initial August 11, 2020

**Purpose:**

Employees requesting to telework due because their child (K5-8<sup>th</sup> grade) will be attending school virtually will submit this form to their supervisor for approval. As the school's status changes (e.g. the school moves to in-person learning from virtual learning), the employee will resubmit the form.

**Instructions:**

Employees

Complete the form with the required information. Indicate the method of learning for each school and the date this method of learning begins.

If you selected "Hybrid", indicate in the second table the days your child will be attending school in-person and if your child is enrolled in an after-school program.

In the last table, select the days of the week you will not be able to physically report to work because of the child's school situation.

Submit the form to your supervisor for approval.

If the status of your child's school situation changes, you will complete another form to notify your supervisor.

Supervisors and Office Directors/Regional Administrators:

Review the information provided by your employee and determine if teleworking is approved. If teleworking is not available due to the employee's job duties, discuss the situation with the employee to reach a decision.

Approval to telework is at the discretion of the employee's immediate supervisor and Office Director/Regional Administrator.

**Office Mechanics and Filing:**

All approved forms (containing all three signatures) will be submitted to [HRCovid@msdh.ms.gov](mailto:HRCovid@msdh.ms.gov). Supervisors may request copies of these forms through this email address. Forms will be kept in the employee's personnel file.

**Retention:**

Forms should be retained with current policies for leave-related forms.