

Distance Learning Checklist



Before School Begins

Work Space

- ☐ My physical work space at home is ready.
- ☐ I have a plan for my emotional work space and mental well-being.

Caregiver Communication

- ☐ I have a plan for relationship building with the families of my students.
- ☐ I have created and scheduled written communications to caregivers.
- ☐ I have a plan for scheduling caregiver meetings (online or in person).

Organization

- ☐ I have a plan for how I will schedule my time.
- ☐ I have a plan for how I will organize and track student information.
- ☐ I have a plan for curriculum and planning instruction.

Establish Relationships With Students

- ☐ I have a plan to begin building relationships with students.
- ☐ I have a teacher introduction letter/video ready for students.
- ☐ I have scheduled an open house (online or in person).

Beginning of School Year

Student Relationship Building (one-on-one and community)

- ☐ I have a list of ice breakers to use with students that can work online, by phone, or by mail.
- ☐ I have a plan to continue building relationships throughout the year in all types of situations.

Instruction/Management

- ☐ I have a lesson prepared that will teach students about finding a comfortable work space at home.
- ☐ I have a lesson prepared that will teach students how to participate online or via phone.
- ☐ I have lessons prepared to teach students how to read independently. (Read to Self)
- ☐ I have lessons prepared to teach students how to write independently. (Work on Writing)
- ☐ I have a plan for allowing students to share work in any setting.

Throughout the School Year

- ☐ I have a plan to provide students with brief, focused lessons to meet their needs over distance.
- ☐ I have a plan for conferring with students individually over distance.
- ☐ I have a plan for hosting small groups outside the classroom.
- ☐ I am continuing to build solid relationships with my students whether in person or from a distance.