

During times of modified school operations, it is critical for staff to check in on the well-being of every student daily, keep students connected to the school community, and provide students with instructional support.

Staff should be encouraging and maintaining ongoing two-way communication with each student every day, as well as monitoring and tracking staff and student interactions. This means:

- Every child hears from an educator every day.
- Every child receives feedback on a weekly basis.

To do this, a system should be in place to track interactions and enable follow-ups. At a minimum, it should include:

- Date and time of interaction
- Type of contact (audio, video, no contact)
- Area for notes
- Reporting capabilities

Choosing a Student-Staff Communication Tool

As school systems [create staffing plans](#), communication is essential. The following tools can be utilized:

- An existing school system platform, such as their local student information system (SIS), or another tool that allows for documentation and reporting of student engagement. Most vendors can provide the functionality to capture these data fields as part of their standard product at no additional cost.
- A shared resource or tool, such as a [Google spreadsheet](#), that contains the necessary fields and is accessible by all staff. A sample template is available for school systems choosing this method. See below for instructions.
 - Click on the link above. Go to File, select Make a copy, and choose the location you would like to save the file. Click Share, and provide access to appropriate staff.
 - Please note: If a school system does not have a Google data sharing agreement, simply download the template and save as an Excel document.
- A learning management system (LMS) with the functionality to log staff and student interactions. See the [Technology for Continuous Learning](#) guidance for more information about different LMS applications.

To support educators plan critical steps in their implementation process during modified learning times, please see [Implementing Strategic Communications Plans](#).

The Department may survey school systems to understand implementation and provide additional support in data collection if necessary.

Privacy Guidelines

For the most current guidance regarding student privacy during school facility closures, please refer to the [Privacy and Security for Distance Learning](#) guidance document.