School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Use this template as a guide to check in with the principal at your school. Let them know that the purpose of the check-in is to see how everyone is doing, and to help you understand how to best support the school, teachers, and children.

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| **Topic** | **Possible questions** | **Notes** |
| Check in on what has happened since schools closed | Ask about general well-being:* How are you doing?
* Have you been in contact with families and children? What have you heard?
* Have you been in contact with teachers? How is your staff doing?

Ask about communication:* What kinds of outreach have you done in the community?
* In what ways are you communicating with families?
* What messages have you sent to teachers so far?
* How have you been communicating with staff? Have you done any staff meetings?
* Is your school distributing any other learning resources to families? (Or are individual teachers?) If so, how are children accessing the resources?

Ask about expectation for teachers up until this point: Explain what you know the school is expecting of teachers at this stage. Get clarity/confirmation about what you know, and collect more information about what teachers have been told related to their expectations for: * Checking in with children and families. (Do they have “office hours”? Do they reach out to families or are these hours for families to reach out to them?)
* “Teaching” – **asynchronous** (video lessons where they are teaching a lesson and children can watch anytime). Are teachers writing lessons and creating videos themselves or is this being done by others? And/or **synchronous** - live stream of video meetings during school hours—for what portion of the day? What do you know about how attendance has been for this? Other information about successes or challenges?
* Checking and returning assignments to children (if children are required to turn assignments in).
* Attending virtual meetings with other staff (grade-level meetings, school/district wide meeting requirements, etc.).

Ask about technology platforms and sites being accessed regularly: * What platforms are resources for teachers and families being housed on?
* What video meeting sites are you using?
* What else do I need to know about requirements?
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| Ask about plans going forward | * What is your plan going forward?
* How will that change from what you have been doing?
* What are the goals for teachers and children for the end of year?
* What are your hopes and concerns?
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| Discuss ways you can support teachers | Ask what you can do to support teachers at this time.Some things to suggest may include:* Go over learning plans and activities with teachers one-on-one or in small groups.
* Do school-wide PD or grade-level meetings, as needed.
* Help teachers find resources or plan for and develop learning activities—in the form of activities for home or video lessons (if they are going in that direction).
* Help differentiate learning plans for children with different needs.
* Help teachers to assess the learning that children are doing.
* Support teachers as they look at the work children are doing, or answer questions from children and families.
* Support teachers on literacy content knowledge or lesson planning if teachers are interested in using some time to deepen their teaching skills.
* Support teachers in utilizing best practices of synchronous and asynchronous teaching.

Let the principal know the contact you have had with teachers, and discuss how you can best support them moving forward. |  |
| Next steps | Share your plans for reaching out to teachers:* Date you will begin
* How you will reach out (phone, email, etc.)
* How you will follow up

Restate any previously agreed on action steps.Set up a communication plan with the principal and a time/date for your next check-in. |  |