

Connecting Teachers with Students and Families Checklist			
Date and Time: _____ Teacher/Grade Level: _____ Administrator: _____			
	YES	NO	N/A
1) Develop a strategy for connecting teachers with students and their families			
	YES	NO	N/A
2) Connect with your students and families			
Evidence: Encourage face to face time			
Evidence: Allow for scheduled "Office Hours" available by phone			
Evidence: Build in time to find out how they are doing			
	YES	NO	N/A
3) Identify video conference platform			
Evidence: Google Meets®			
Evidence: Zoom.us®			
Evidence: Apple Facetime®			
Evidence: Microsoft Teams®			
Evidence: Other			
	YES	NO	N/A
4) Provide professional development to help teachers use video conferencing to engage students			
Evidence: How to invite students and parents			
Evidence: How to manage audio features, to talk to your students			
Evidence: How to manage chat and text features to encourage engagement			
Evidence: How to manage video features for face to face time			
Evidence: How to record a session to provide flexible access for families			
	YES	NO	N/A
5) Identify a single Learning Management Solution to keep students and parents connected			
Evidence: Google Classroom®			
Evidence: Instructure (Canvas)®			
Evidence: Schoology®			
Evidence: Apple Classroom®			
Evidence: Other: Microsoft Office 365®, Blackboard® etc.			
	YES	NO	N/A
6) Provide professional development focused on effective integration of LMS			
	YES	NO	N/A
7) Teachers preparing and posting a weekly lesson plan			