**Sunday/Monday Morning Checklist**

**\_\_\_\_\_\_\_\_\_’s Checklist**

* Print the OLS Weekly Plan and post it in a visible location.
* Check over your Class Connect schedule and ensure that you have time set aside for each of the REQUIRED sessions.
* Review the Weekly Plan and create a schedule that will allow you to master ALL lessons by the end of the week.

**Daily Checklist**

* Read your emails a minimum of twice a day; when you start your day and when you are logging off for the day.
* Attend all REQUIRED Class Connect sessions listed on your Daily Plan.
* Complete all assessments/assignments on your Daily Plan.
* Learning Coach logs attendance for each course at the end of the day (minimum of 6 hours and 20 minutes).

**End of the Week Checklist**

* Did I attend all REQUIRED Class Connect sessions listed on my Daily Plan? If not, did I view the Recording, complete the Exit Ticket and send a completion notice email to the teacher?
* Did I complete ALL lessons on the printed Weekly Plan? Did I attempt to retry the assessment using all of my attempts? Did I resubmit any written assignments that have feedback provided?
* Did my Learning Coach log attendance every day?
* Did I view all of my emails and respond as needed?

**Important Reminders:**

* Complete and email a “Student Absence” Form if you will be missing more than 2 days of school. After making contact with your homeroom teacher, your Learning Coach will mark those dates as “Vacation Days” in the OLS so they do not appear as missing days.
* Students are expected to maintain a 60% (D-) or better in each of their four core courses in order to be promoted to the next grade level.
* Students are expected to log a minimum of 6 hours and 20 minutes of attendance each day. If your student has attended all REQUIRED Class Connect sessions and completed ALL lesson assessments, have them review the day’s activities and/or visit educational websites to work on skills.
* Students are REQUIRED to participate in M-Step testing in April/May and will travel to select testing locations in Michigan. **Failure to participate in M-Step testing may result in withdrawal from MVCA.**
* Students are REQUIRED to complete NWEA Testing in the Fall and Spring. **Failure to participate in NWEA testing may result in withdrawal from MVCA.**