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Please enjoy this complimentary excerpt from *The Distance Learning Playbook for School Leaders*.

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Figure 4.1 Goal: Increase attendance in synchronous distance learning sessions.

Our Intended Work		Our Intended Results	
Resources	Activities	Outputs <i>Direct Benefits</i>	Outcomes <i>Indirect Benefits</i>
<i>If we have access to these resources, then these activities can be completed.</i>			
	<i>If we successfully complete these activities, then these changes will occur as a direct result of the actions.</i>		
		<i>If the activities are carried out as designed, then these changes will result.</i>	
		<i>If participants benefit from our efforts, then other systems, organizations, or communities will change.</i>	
<ul style="list-style-type: none"> • Leadership team comprised of key stakeholders • Communication systems with families • Articulated expectations for attendance • Attendance team • Counseling supports in place • Record-keeping procedures and alert systems • Training materials 	<ul style="list-style-type: none"> • Attendance recorded by teachers within ten minutes of class starting • Daily attendance review at 10 AM • Attendance team making personal calls • School leadership contacts family when there is a failure to connect • Information sessions for students and families on the impact of learning days missed • Incentives for positive attendance • Reengagement plan including a socially distanced home visit for any student who misses two days or more in a week • Activation of counseling services as needed • Provide ongoing training on best practices 	<ul style="list-style-type: none"> • Increased attendance (online) of students and staff in distance learning events • Increased educational attainment • Increased social and emotional competence among students • Increased satisfaction of parents 	<ul style="list-style-type: none"> • Improved school climate • Improved mental and physical health outcomes • Improved job satisfaction for staff • Improved social capital of the community

