Single District Online Program **File: DIA-E2**

North Conejos School District 0550
North Conejos Alternative Program
School Code 6339
Signal District Online Program: Student State Code of 91

Sample of Permissible Documentation

Policy: DIA **Online Schools** and Online Programs	
Assessment (local and state)	Fall and Spring Local District Assessments. Participation in State Assessments. Participation in ASVAB and SAT Assessments. Name, date and scores recorded.
Orientation and Induction Activities	Orientation and September Parent/Teacher Conference Signature Pages.
On-Site Educational Instruction and contact	Building Sign in Sheet used when students come into the building for instruction, tutoring, testing or technology help. Student Information System attendance reports.
Asynchronous: Internet Based Educational Activities	Teacher monitors coursework/assignments using an online platform (example: Google Classroom). Documentation on completed assignments are verified using a google form/spreadsheet. Students work independently to complete online coursework (example: Edgenuity) and then they come to the brick and mortar building to take Unit and Final Test.
Teacher/Student Contact Log(s) verified Synchronous	Emails, text, and phone calls are documented in order to show student/parent/teacher communication. Building sign in sheet. Documentation of completed assignments.
Logins to online platform.	On-line program (example: Edgenuity) progress report printed.
Course Completion	On-line program (example: Edgenuity) course completion report.

Adopted: April 16 2024
Revised: September 26 2024