



# Remote Learning Resources for Teachers and School Administrators

TEMPLATES, FORMS, AND OTHER RESOURCES





# Purpose

The purpose of the following plans are to provide school districts and schools with a general framework for operating remote learning during school closures. Depending on your district's size, demographics, technology readiness, and other factors - you may find value in building your plans based on either our pre-filled samples or our blank templates. Implementing a remote learning plan on a moment's notice can be stressful, but Script is here to make it simpler and more efficient!

# Remote Work Overview

## PHILOSOPHY

Shifting from a traditional on-site instructional model to a remote learning plan is a daunting and complex task. Your district's nuances and individual considerations will ultimately shape your final approach to remote learning. However, it is essential to enter this transition with an empathetic mindset focused on providing the most engaging and authentic instruction possible given the constraints you face. You will find immense value in positioning your communications with all district and community stakeholders to reflect understanding, flexibility, and empathy. You'll also need to consider many different factors and have high level discussions with your central office leadership, IT department, and representatives from your various associations/unions. Consider using the brainstorming document and the individual consideration planning sheet to help guide your high level discussions. By following the templates in this guidebook in a sequential fashion - you will have created a robust remote learning plan that is shareable with your stakeholders and community.



# General Frameworks & Templates

## CENTRAL OFFICE BRAINSTORMING FRAMEWORK

This framework is intended to stimulate high level decision making in preparation for a remote learning plan being created and implemented. At this stage, it is essential to ask reflective questions that promote discussion, identifying obstacles, and setting a mindset or vision for the duration of the closure. Use this template completely blank, or include the starter questions provided for your team. As you brainstorm, you can add followup questions. It is important to note that not all decisions need to be made at this stage. You might defer them to another stakeholder or for a later time.

Question	Possible Reaction	Responsible Party
What is our overall approach - is remote learning a complete replacement of our existing instructional approach or is it modified/less/different?		
How will we prepare teachers for remote learning?		
How will instructional materials be distributed?		
Do we have enough technology for each student?		
How will we handle grading during remote learning?		
How will students “meet” with their teacher?		
What considerations can we make for special education students?		
What considerations can we make for gifted students?		

### Individual Considerations for Different Populations

Consider using, modifying, and adding to this document to plan for any nuances that may exist in your plan, such as different devices across the district, lack of resources, different student populations, etc.

Specific Need	Possible consideration
Devices need to be distributed to students.	Leverage IT staff, custodians, and non-classroom teachers to catalogue devices, prepare them for distribution, and aid classroom teachers in distributing them to students.
There may not be enough devices for all students K-8 or K-12.	Survey families to determine if they have a device at home. Provide print materials for lowest grade levels.
Printed materials need to be distributed to students.	Leverage non-classroom teachers to prepare and distribute copies of print materials to students before remote learning commences.
Printed materials need to be periodically sent to students, as length of closure dictates.	Use existing communication channels to notify parents of an outside pickup location, such as outside of the building's main office. Arrange a drive-through style pickup to maximize efficiency.
Student work must be assessed - digitally and manually.	Using district grading policy as a guide, allow for alternative assessments such as projects and/or completion-based grading.
Student attendance must be collected.	Using district policy and state mandates as a guide, consider alternative attendance methods - such as all students are marked present unless notified.
Student devices might require service or replacement.	Use existing communication channels to notify parents of a weekly or bi-weekly tech swap. Allow IT staff to swap devices with as minimal disruption as possible, allowing parents to remain in their cars to pick up a new device without waiting for repairs.
Special Education students need IEP-governed modifications and accommodations.	Using district policy and federal/state mandates as a guide, coordinate weekly and/or daily meetings among the following staff to ensure IEP & 504 compliance; classroom teachers, special education teachers, child study team members, and the Special Education department.
Students identified as Gifted and Talented require additional services.	Using district policy as a guide, facilitate weekly or monthly meetings between the classroom teacher and the gifted teacher. Allow gifted teachers to assign work weekly to students.
Students requiring OT/PT/Speech need services during remote learning.	Using district policy and federal/state mandates as a guide, instruct relevant staff to provide virtual sessions to meet the time requirements for these students.
Parents might be unable to enter the school building due to safety concerns.	Use outdoor areas by the school, such as fields, courtyards, and drive-through style systems to minimize contact and distribute necessary resources.

# TEACHER PREP WORK CHECKLIST (ANY GRADE LEVEL)

Use the following template to help teachers organize their planning and prep work for implementing a remote learning plan. Teacher tasks might include curating existing resources and distributing them to students, sending home print or digital resources, organizing and sending home class technology, etc.

Task	Date Completed

Additionally, presented below are model norms for the stakeholders involved in the actual implementation of your remote learning plan. Adapt these as necessary.

## Norms for Teachers

- Post instructional activities daily, or weekly for each day of a given week.
- Post daily office hours where parents and students can contact you with rapid response.
- Be available to respond to any parent/student communication within 24 hours.
- Be flexible and patient with colleagues, parents, and students.
- Reach out to students who are not completing work in a timely manner.

## Norms for Students

- Complete activities by the due date assigned by your teacher.
- Communicate with your teacher, as needed.
- Participate in any live sessions, virtual meetings, or virtual group projects.
- Reach out to guidance or other staff, as needed.
- Try your best, be flexible, and patient - we are all learning together.

## Norms for Administrators

- Monitor teacher lesson plans or virtual classroom with fidelity.
- Be available to teachers, parents, and students.
- Communicate with stakeholders throughout the remote learning process.
- Follow Up with families needing additional support.

# Remote Learning Framework Templates

## K-8 DISTRICT PRE-BUILT TEMPLATE

Remote Learning Framework			
Grades	Subject	Core Resource	Supplemental Resource / Materials
Preschool	All subjects	<i>Insert link or title of your core curriculum resource here</i>	Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay
Kindergarten	All subjects	<i>Insert link or title of your core curriculum resource here</i>	Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay, <a href="https://www.education.com/worksheets/kindergarten/">https://www.education.com/worksheets/kindergarten/</a> , <a href="http://www.funbrainjr.com/">http://www.funbrainjr.com/</a> , <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> , <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> , <i>insert additional district resources here</i>
1st	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/worksheets/?grade=kindergarten">https://www.greatschools.org/gk/worksheets/?grade=kindergarten</a> <a href="https://www.education.com/resources/first-grade/">https://www.education.com/resources/first-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
2nd	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/2nd-grade-worksheets-skill-building/">https://www.greatschools.org/gk/2nd-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/second-grade/">https://www.education.com/resources/second-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>



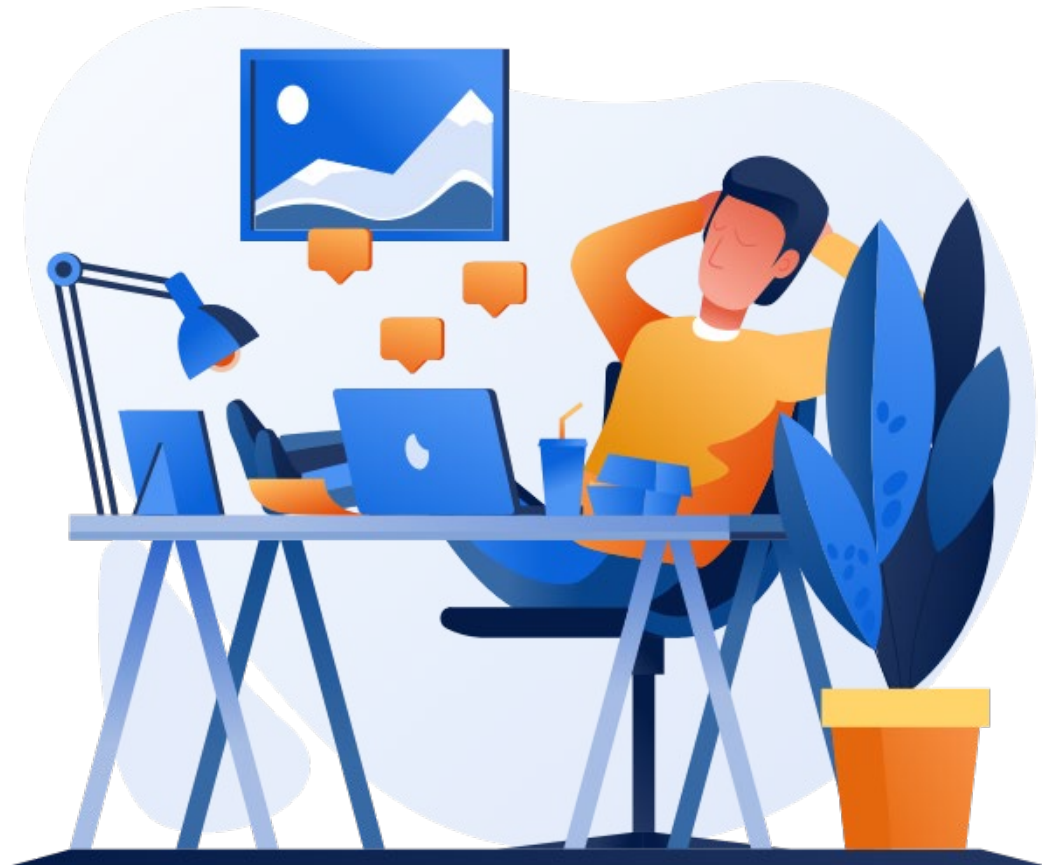
## Remote Learning Framework

Grades	Subject	Core Resource	Supplemental Resource / Materials
3rd	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/3rd-grade-worksheets-skill-building/">https://www.greatschools.org/gk/3rd-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/third-grade/">https://www.education.com/resources/third-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
4th	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/4th-grade-worksheets-skill-building/">https://www.greatschools.org/gk/4th-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/fourth-grade/">https://www.education.com/resources/fourth-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
5th	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/5th-grade-worksheets-skill-building/">https://www.greatschools.org/gk/5th-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/fifth-grade/">https://www.education.com/resources/fifth-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
6th-8th	Math	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://flexbooks.ck12.org/cbook/ck-12-interactive-middle-school-math-6-for-ccss/">https://flexbooks.ck12.org/cbook/ck-12-interactive-middle-school-math-6-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-7-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-7-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-8-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-8-for-ccss/</a> <a href="https://www.unbounded.org/explore_curriculum?subjects=math">https://www.unbounded.org/explore_curriculum?subjects=math</a> <i>insert additional district resources here</i>
6th-8th	ELA	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.ck12.org/book/Commonsense-Composition">https://www.ck12.org/book/Commonsense-Composition</a> <a href="https://www.ck12.org/c/spelling/">https://www.ck12.org/c/spelling/</a> <a href="https://www.khanacademy.org/ela">https://www.khanacademy.org/ela</a> <a href="https://www.unbounded.org/explore_curriculum?subjects=ela">https://www.unbounded.org/explore_curriculum?subjects=ela</a> <i>insert additional district resources here</i>



## Remote Learning Framework

Grades	Subject	Core Resource	Supplemental Resource / Materials
6th-8th	Science	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.ck12.org/cbook/ck-12-middle-school-earth-science-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-middle-school-earth-science-flexbook-2.0/</a> <a href="https://www.ck12.org/cbook/ck-12-middle-school-life-science-2.0/">https://www.ck12.org/cbook/ck-12-middle-school-life-science-2.0/</a> <a href="https://www.ck12.org/cbook/ck-12-middle-school-physical-science-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-middle-school-physical-science-flexbook-2.0/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <i>insert additional district resources here</i>
6th-8th	Social Studies	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://flexbooks.ck12.org/user:zxbpc2rzczwmthaz21hawwuy29t/cbook/world-history-studies_episd/">https://flexbooks.ck12.org/user:zxbpc2rzczwmthaz21hawwuy29t/cbook/world-history-studies_episd/</a> <a href="https://flexbooks.ck12.org/user:zxbpc2rzczwmthaz21hawwuy29t/cbook/">https://flexbooks.ck12.org/user:zxbpc2rzczwmthaz21hawwuy29t/cbook/</a> <i>insert additional district resources here</i>



# K-12 DISTRICT PRE-BUILT TEMPLATE

Remote Learning Framework			
Grades	Subject	Core Resource	Supplemental Resource / Materials
Preschool	All subjects	<i>Insert link or title of your core curriculum resource here</i>	Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay
Kindergarten	All subjects	<i>Insert link or title of your core curriculum resource here</i>	Picture books, home supplies such as arts and crafts, pine cones and other outdoor items, digital resources as available, structured play and roleplay, <a href="https://www.education.com/worksheets/kindergarten/">https://www.education.com/worksheets/kindergarten/</a> , <a href="http://www.funbrainjr.com/">http://www.funbrainjr.com/</a> , <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> , <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> , <i>insert additional district resources here</i>
1st	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/worksheets/?grade=kindergarten">https://www.greatschools.org/gk/worksheets/?grade=kindergarten</a> <a href="https://www.education.com/resources/first-grade/">https://www.education.com/resources/first-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
2nd	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/2nd-grade-worksheets-skill-building/">https://www.greatschools.org/gk/2nd-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/second-grade/">https://www.education.com/resources/second-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
3rd	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/3rd-grade-worksheets-skill-building/">https://www.greatschools.org/gk/3rd-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/third-grade/">https://www.education.com/resources/third-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>

## Remote Learning Framework

Grades	Subject	Core Resource	Supplemental Resource / Materials
4th	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/4th-grade-worksheets-skill-building/">https://www.greatschools.org/gk/4th-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/fourth-grade/">https://www.education.com/resources/fourth-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
5th	All subjects	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.greatschools.org/gk/5th-grade-worksheets-skill-building/">https://www.greatschools.org/gk/5th-grade-worksheets-skill-building/</a> <a href="https://www.education.com/resources/fifth-grade/">https://www.education.com/resources/fifth-grade/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <a href="https://www.ck12.org/elementary-science/">https://www.ck12.org/elementary-science/</a> <a href="https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages">https://www.ck12.org/fbbrowse/list/?Subject=History&amp;Grade=All%20Grades&amp;Language=All%20Languages</a> <i>insert additional district resources here</i>
6th-8th	Math	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://flexbooks.ck12.org/cbook/ck-12-interactive-middle-school-math-6-for-ccss/">https://flexbooks.ck12.org/cbook/ck-12-interactive-middle-school-math-6-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-7-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-7-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-8-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-middle-school-math-8-for-ccss/</a> <a href="https://www.unbounded.org/explore_curriculum?subjects=math">https://www.unbounded.org/explore_curriculum?subjects=math</a> <i>insert additional district resources here</i>
6th-8th	ELA	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.ck12.org/book/Commonsense-Composition">https://www.ck12.org/book/Commonsense-Composition</a> <a href="https://www.ck12.org/c/spelling/">https://www.ck12.org/c/spelling/</a> <a href="https://www.khanacademy.org/ela">https://www.khanacademy.org/ela</a> <a href="https://www.unbounded.org/explore_curriculum?subjects=ela">https://www.unbounded.org/explore_curriculum?subjects=ela</a> <i>insert additional district resources here</i>
6th-8th	Science	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.ck12.org/cbook/ck-12-middle-school-earth-science-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-middle-school-earth-science-flexbook-2.0/</a> <a href="https://www.ck12.org/cbook/ck-12-middle-school-life-science-2.0/">https://www.ck12.org/cbook/ck-12-middle-school-life-science-2.0/</a> <a href="https://www.ck12.org/cbook/ck-12-middle-school-physical-science-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-middle-school-physical-science-flexbook-2.0/</a> <a href="https://www.teachengineering.org/">https://www.teachengineering.org/</a> <i>insert additional district resources here</i>

## Remote Learning Framework

Grades	Subject	Core Resource	Supplemental Resource / Materials
6th-8th	Social Studies	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/">https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/</a> <a href="https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/">https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/</a> <i>insert additional district resources here</i>
9th-12th	Math	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.ck12.org/cbook/ck-12-interactive-algebra-1-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-algebra-1-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-interactive-algebra-2-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-algebra-2-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-interactive-geometry-for-ccss/">https://www.ck12.org/cbook/ck-12-interactive-geometry-for-ccss/</a> <a href="https://www.ck12.org/cbook/ck-12-prec calculus-concepts-2.0">https://www.ck12.org/cbook/ck-12-prec calculus-concepts-2.0</a> <a href="https://www.unbounded.org/explore_curriculum?subjects=math">https://www.unbounded.org/explore_curriculum?subjects=math</a> <i>insert additional district resources here</i>
9th-12th	ELA	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.khanacademy.org/ela">https://www.khanacademy.org/ela</a> <a href="https://www.unbounded.org/explore_curriculum?subjects=ela">https://www.unbounded.org/explore_curriculum?subjects=ela</a> <i>insert additional district resources here</i>
9th-12th	Science	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.ck12.org/cbook/ck-12-biology-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-biology-flexbook-2.0/</a> <a href="https://www.ck12.org/cbook/ck-12-chemistry-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-chemistry-flexbook-2.0/</a> <a href="https://www.ck12.org/cbook/ck-12-physics-flexbook-2.0/">https://www.ck12.org/cbook/ck-12-physics-flexbook-2.0/</a> <i>insert additional district resources here</i>
9th-12th	Social Studies	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/">https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/world-history-studies_episd/</a> <a href="https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/">https://flexbooks.ck12.org/user:zxbpc2rzcziwmthaz21hawwuy29t/cbook/</a> <a href="https://www.khanacademy.org/humanities/us-history">https://www.khanacademy.org/humanities/us-history</a> <i>insert additional district resources here</i>

## Remote Learning Framework

Grades	Subject	Core Resource	Supplemental Resource / Materials
9th-12th	Electives	<i>Insert link or title of your core curriculum resource here</i>	<a href="https://www.khanacademy.org/computing">https://www.khanacademy.org/computing</a> <a href="https://www.khanacademy.org/humanities">https://www.khanacademy.org/humanities</a> <a href="https://www.khanacademy.org/economics-finance-domain">https://www.khanacademy.org/economics-finance-domain</a> <a href="https://www.ck12.org/c/astronomy/">https://www.ck12.org/c/astronomy/</a> <a href="https://www.ck12.org/c/health/">https://www.ck12.org/c/health/</a> <a href="https://www.ck12.org/fbbrowse/list?Language=All%20Languages&amp;Subject=Photography&amp;Grade=All%20Grades">https://www.ck12.org/fbbrowse/list?Language=All%20Languages&amp;Subject=Photography&amp;Grade=All%20Grades</a> <a href="https://www.ck12.org/c/technology/">https://www.ck12.org/c/technology/</a> <i>insert additional district resources here</i>

## K-8 DISTRICT BLANK TEMPLATE

Remote Learning Framework			
Grades	Subject	Core Resource	Supplemental Resource / Materials
Preschool	All subjects		
Kindergarten	All subjects		
1st	All subjects		
2nd	All subjects		
3rd	All subjects		
4th	All subjects		
5th	All subjects		
6th-8th	Math		
6th-8th	ELA		
6th-8th	Science		
6th-8th	Social Studies		

# K-12 DISTRICT BLANKTEMPLATE

Remote Learning Framework			
Grades	Subject	Core Resource	Supplemental Resource / Materials
Preschool	All subjects		
Kindergarten	All subjects		
1st	All subjects		
2nd	All subjects		
3rd	All subjects		
4th	All subjects		
5th	All subjects		
6th-8th	Math		
6th-8th	ELA		
6th-8th	Science		
6th-8th	Social Studies		
9th-12th	Math		
9th-12th	ELA		
9th-12th	Science		
9th-12th	Social Studies		
9th-12th	Electives		





# Blank Communication Templates from Script

The following templates are designed to provide systematic digital communications and records during a closure resulting in the implementation of a remote learning plan. These templates can be digitally automated through Script's platform, allowing essential processes to remain intact without staff being physically in your district. While your school may be accustomed to using paper forms like these, they can also be incorporated into work automation platforms like Script.

To view [more than 40 forms](#) and learn more about workflow automation, visit [www.ScriptApp.com](http://www.ScriptApp.com).

# MATERIALS / RESOURCES / BUDGET REQUESTS

Materials & Resource Request		
Item Requested (and link/source)	Quantity	Cost
<b>Total Amount Requested</b>		
Requested by:	Date:	
Approved by:	Date:	





# EXPENSE REIMBURSEMENT FORM

**Instructions:**

- a) Reimbursement request must be submitted within 30 days after the last date of event.
- b) Attached applicable supporting document and receipts related to this expense.
- c) After completion of the form, submit to <department name>

REQUESTOR DETAILS:				
NAME	DESIGNATION	CONTACT NUMBER	DATE PREPARED	
EXPENSE DETAILS:				
PURPOSE:				
No:	Description	Qty	Unit Price	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Notes:		Total Amount:		
		Less Advance Amount:		
		Total Reimbursable:		
Acknowledgment Receipt				
APPROVED BY:		Date:		
RECEIVED BY:		Date:		

# EQUIPMENT RENTAL FORM

<b>REQUESTOR DETAILS:</b>		
---------------------------	--	--

NAME:	CONTACT NUMBER	DATE PREPARED
-------	----------------	---------------

BILLING ADDRESS:
------------------

PURPOSE:	RENTAL START DATE:
	RENTAL END DATE:

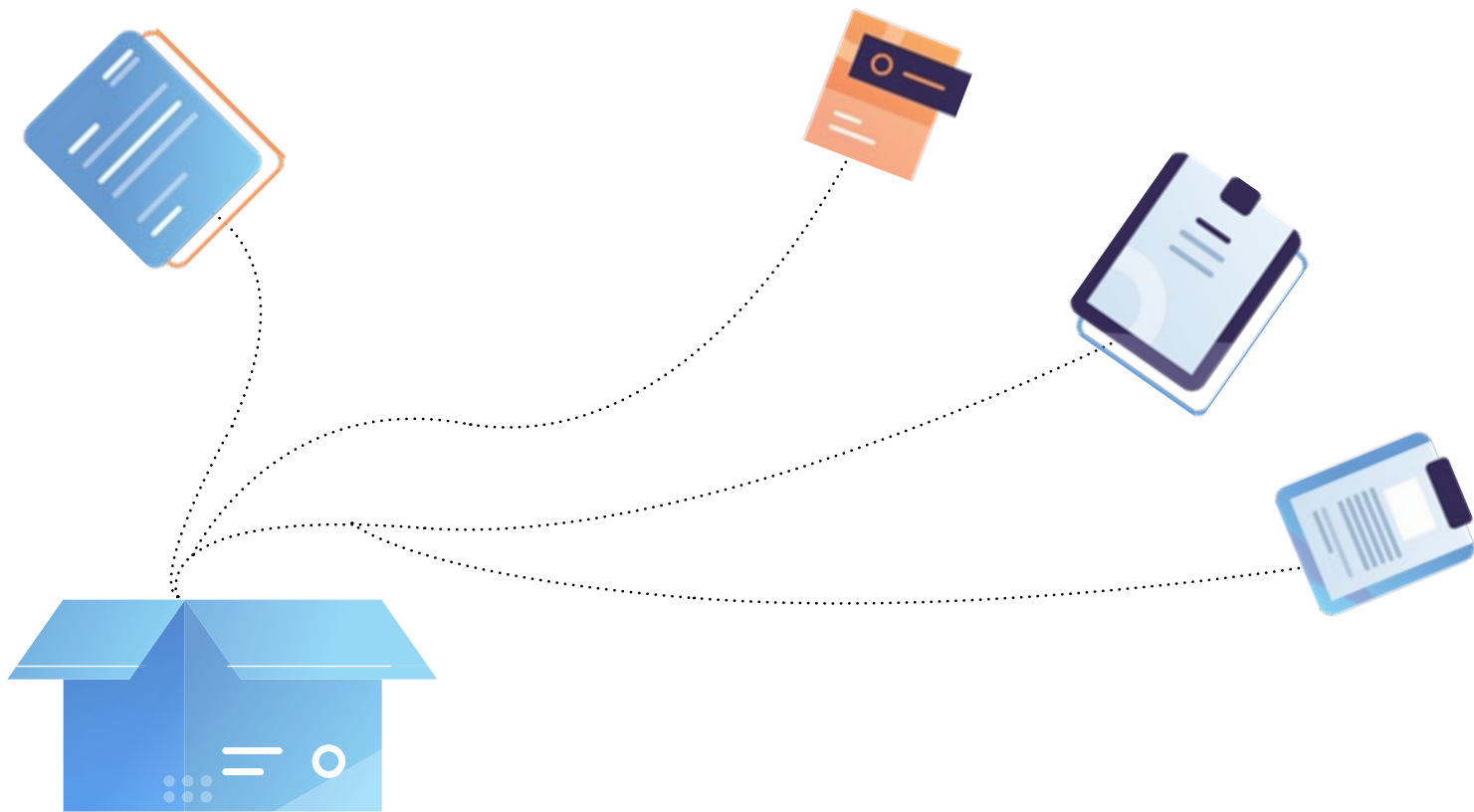
No:	Description	Qty	Unit Price	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

NOTES:	TOTAL AMOUNT:
	LESS DISCOUNT:
	TOTAL DUE:

<b>Acknowledgment Receipt</b>	
-------------------------------	--

APPROVED BY:	DATE:	
--------------	-------	--

RECEIVED BY:	DATE:	
--------------	-------	--



# Make Your Paperwork Fly!

With more than **50 free** electronic forms to choose from in our [School Forms Gallery](#), our online platform can be used to replace your paper-based processes. Don't see a form listed? Don't worry! Script can be used to import **any** existing form as a PDF, so your existing processes will work flawlessly. Not sure how Script could change your school? Check out our [Solutions Gallery](#) to learn all the ways we can help!

Not only does Script help replace your paper processes, but you also gain insights into how effective your processes are. Find out where bottlenecks exist, gain historical insights, and adjust your team accordingly.

Want to learn more? [Setup a demo with someone from our team](#) to give you a personalized tour!

