



LEAD Project – Guidance for Data Capture from Remote Learning Period Template

The following template is designed to provide teachers with a guide to capturing the type of information and data that will be necessary to explore for future-forward planning. It is our hope that principals communicate the need for teachers to complete the attached template in a low-threat, non-judgmental manner so that teachers reply with the level of candor required to effectively identify and address the extent of learning loss that likely occurred during the remote learning period.

We understand that even in the best prepared and resourced districts and schools this work has been carried out during an unprecedented health crisis that has affected everyone in unique ways. It occurred without advanced notice, which left district and school leaders with very little time to substantively engage teachers in the development of their emergency remote learning plans. Despite that, we also know that many teachers have responded in creative and engaging ways to facilitate remote learning experiences that have connected students with their teachers and to their classmates in meaningful ways. Teachers have worked hard to reinforce prior knowledge, and in some cases have provided enrichment activities that might not have otherwise occurred. Their efforts are admirable, but they have also faced a multitude of challenges. In order to move forward, school leaders and teacher teams will need to work together to fully understand what took place during this time and information captured by each teacher will be crucial in determining a path forward.

The information teachers provide in the attached template will be useful to the school's leadership team and to grade and course level teacher teams as they begin to consider the many challenges they will face in recovering from the crisis (e.g. the social/emotional needs of adults and students, gaps in vertical alignment, etc.). These data are crucial to planning for re-entry after the mandatory school closure period ends. In order to support your efforts, LEAD Coaches will be available upon request to assist with pre-planning, agenda-setting, supporting understanding of the tool and how it can be used, or to assist the leadership team in analyzing a variety of data to inform the development of a successful re-entry plan.

While there is no COVID-19 playbook, you are well-prepared to respond to this crisis. We encourage you to apply what you have learned about creating and maintaining a *Culture of Instructional Inquiry*; utilize the *Cycles of Inquiry* five-step process; and consider the organizational routines and processes aligned to the Leadership Framework that may be leveraged.

There is much work to do in navigating through and beyond the COVID-19 crisis. Through it all we want you to know that the LEAD Project staff and coaches are available to support your efforts.