



Distance Assistance Communication Plan Grades 6-12

Directions

1. **Record** the times they will be able to support you, how you should contact them during support hours, their email address, and phone number.
2. **Record** the location where your teacher will post lessons. In most cases this will be Canvas.
3. **Complete** all assignments provided by your teacher.
4. **Turn-in** assignments in by the due date.
5. **Communicate** with your teachers often to be sure you understand what to do.

	Teacher Name	Support Hours	Support Format	Teacher Email	Teacher Phone #	Assignment Location
P.1						
P.2						
P.3						
P.4						
P.5						
P.6						
P.7						

Student Name:

Student Email Address:

_____@students.ocps.net

Note: Students may only use their OCPS email address when logging in to platforms and communicating with staff.

