**THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ADULT CAREER AND CONTINUING EDUCATION SERVICES ADULT EDUCATION PROGRAMS AND POLICY

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ALBANY, NY 12234

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# NYSED WIOA and ALE Adult Literacy Coronavirus Online Learning Planning Tool

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| **Program Name:** | | | | | | | | | | | |
| **Class name** | **Electronic Platform Being Used (Zoom, Google classroom, Webex, Moodle, Blackboard,**  **etc.)** | **Curricula being used, list all sources here:** | **Asynchronous (Students access the learning materials at their own convenience) Explain the plan:** | **Synchronous (Students meet with their teacher at designated times online via a platform) Explain the**  **plan here:** | **If Synchronous, how often is the teacher "meeting" with students? (Once a day, once a week, twice a week, etc.)** | **Teacher** | **Program Type (ABE, ASE, ESL)** | **Number of Students being contacted** | **Have students been provided electronic devices from the program (Yes or No)** | **Date online learning began** | **How often is the teacher reporting to Program Manager? (once per day, once per week, twice per week, etc.)** |
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**NYSED WIOA and ALE DL Attendance Record March 2020**

Literacy Program: Instructional Offering:

Class Date Range: to Teacher Name:

Month Period Teacher Signature:

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| **Student Name** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | **Total** |
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