

District Synchronous Learning Engagement Checklist

Use this checklist to assess whether your district has the documentation, processes, and evidence needed to demonstrate meaningful student engagement beyond simple login activity.

1. Review Current Documentation

- ☐ Review current attendance and engagement documentation.
- ☐ Identify what evidence is captured beyond student login reports.
- ☐ Confirm that records demonstrate active student participation.
- ☐ Identify gaps in current documentation or evidence.

2. Audit Synchronous Classes

- ☐ Select a representative sample of synchronous classes.
- ☐ Confirm classes meet the definition of synchronous online instruction.
- ☐ Verify evidence of two-way communication between teachers and students.
- ☐ Confirm engagement is documented consistently across classes.
- ☐ Document and address any gaps identified during the audit.

3. Align Staff and Expectations

- ☐ Align teachers on district engagement expectations.
- ☐ Align instructional leaders on what evidence should be captured.
- ☐ Engage IT in supporting consistent engagement tools and reporting.
- ☐ Establish consistent processes for documenting student participation.
- ☐ Provide teachers with guidance or training as needed.

4. Build an Audit-Ready Record

- ☐ Establish a process for consistently retaining engagement records.
- ☐ Ensure records can demonstrate meaningful student participation.
- ☐ Organize documentation so it can be easily retrieved for review.
- ☐ Periodically review records for completeness and consistency.
- ☐ Confirm records can withstand state reviews, audits, and board questions.

District Readiness

- ☐ **Documentation:** We can produce evidence beyond login reports.
- ☐ **Instruction:** Our synchronous classes meet applicable requirements.
- ☐ **Alignment:** Teachers, instructional leaders, and IT follow consistent expectations.
- ☐ **Evidence:** We maintain reliable engagement records that are audit-ready.