

Sample Sign-Up Sheet for Assessing Students Virtually

Introduction

The educators at Clatskanie School District would love the chance to hear *all* second-grade students read. We cannot wait to see how much progress your children have made this year! Because we are doing distance learning, we need family support to make this happen. Please review the date and times below and sign up for a time slot if your child is available for a quick 15-minute Zoom meeting to do some fluency reading. If the day or the times in Table 1 do not work for you, please complete the information in Table 2 so that we can modify our schedule and accommodate your family needs.

Materials needed

You will need the following materials to engage in the virtual fluency reading. If your family does not have access to any of these materials, please feel free to document the information in Table 2, and our team will work to accommodate your needs.

- Access to a computer with stable internet connection
 - If you don't have access to a computer but you do have access to a tablet or smartphone, please document the information in Table 2.
- Access to Zoom Video Conferencing: The link is in our Virtual Google Classroom.
- The “Top Secret” envelope that was in your bus delivery package: *Don't open the envelope until we are on Zoom together.*

Table 1. Sample Sign-Up Sheet (If none of these times work for you, continue to Table 2).

	10:00–10:15	10:15–10:30	10:30–10:45	10:45–11:00
	<i>Please type your child's name below.</i>	<i>Please type your child's name below.</i>	<i>Please type your child's name below.</i>	<i>Please type your child's name below.</i>
September 1, 2020	1.	1.	1.	1.
September 2, 2020	2.	2.	2.	2.
September 3, 2020	3.	3.	3.	3.
September 4, 2020	4.	4.	4.	4.
September 5, 2020	5.	5.	5.	5.
September 8, 2020	6.	6.	6.	6.
September 9, 2020	7.	7.	7.	7.
September 10, 2020	8.	8.	8.	8.
September 11, 2020	9.	9.	9.	9.
September 12, 2020	10.	10.	10.	10.

Table 2. Sample Sign-Up Sheet (Sign up here only if the times in Table 1 do not work for you or you and your family require additional supports.)

Name	Day that works (today or tomorrow)	Time that works	Additional supports