

ESP e-LEARNING DAY LOG

This form is to be filled out by Building Secretaries, Cooks, Dishwashers, Library Assistants, Nurses, and Teaching Assistants during e-Learning Days. This completed form should be submitted to your building principal after each e-Learning Day.

Staff Member Name: _____

Building (please circle one): OGS OHS

Date of e-Learning Day: _____

Please choose which one of the following choices you will be utilizing on this e-Learning Day:

- Unpaid Leave
- Sick Leave
- Personal Leave
- I will be performing work-related activities.

It is recommended to have a plan in advance for duties to be performed. Examples of duties:

- Small group or student support sessions as requested by a teacher.
- Online training(s) or staff/content area meetings.
- Create Google documents or videos as needed for regular duties or as requested by a teacher.
- Clerical tasks (if on-site).
- Perform family contacts as requested by a teacher.
- Other duties as assigned (may be listed below)

Please list duties performed on this e-Learning Day:
