

# ADMINISTRATOR CHECKLIST

## FOR ESTABLISHING A HIGHLY SUCCESSFUL ONLINE SUMMER LEARNING PROGRAM

- Choose your online summer learning model
  - Find a mentor for online summer students  
*Optional, but encouraged*
- Set aside lab space for students to work during the summer *Optional, but encouraged*
- Create a brochure or website with summer learning options  
*Optional, but encouraged*
- Share summer learning options with counselors, administrative staff, and/or community education offices
- Establish a process for registering students AND for sharing grades with school stakeholders, so students can earn credit for their summer work
- Establish a process for communicating summer learning options with students and parents
- Enroll students!
- Host a summer learning open house for parents and students *Optional, but encouraged*
- Figure out a process for ongoing communications between parents, students, and mentors over the summer  
*Optional, but encouraged*
- Set a date to proctor the final exam  
*Optional, but encouraged*
- Develop and make clear your school's policy on grade replacement  
*Optional, but encouraged*

[MICHIGANVIRTUAL.ORG/SUMMER](https://michiganvirtual.org/summer)