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

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