

Problem	Solutions to Try...	Example
<p>No WiFi / limited internet access due to technical issues</p> <p>DO NOT consider yourself excused from the work.</p>	<p>If after the usual attempts to get it working (restart computer, router, etc.) it is still not working for you, contact tech support.</p> <p>As soon as it is up and running, email your teacher.</p>	<p>Dear [Teacher],</p> <p>I wanted to let you know I did not have WiFi for (time period) and so was unable to complete work during that time. I plan to make up the work (during specific time). I will reach out to you when the work is complete/if I have questions. Thank you for understanding.</p> <p>Sincerely, [Name]</p>
<p>No WiFi / limited internet access due to switching households</p> <p>DO NOT consider yourself excused from the work.</p>	<p>Email your teacher.</p>	<p>Dear [Teacher],</p> <p>I wanted to let you know I do not/will not have WiFi during [time period] [optional: because I am with X parent/some other reason]. I want to be sure I am keeping up with school during that time so I was thinking I could [download assignments early to work on them offline / make them up once I have access to WiFi again / some other solution]. Is this OK or did you have another idea that you'd prefer I do? Thank you for being flexible.</p> <p>Sincerely, [Name]</p>
<p>Not sure why your grade is so low.</p> <p>DO NOT give up!</p>	<p>Check to see what is missing or bringing the grade down and</p> <p>Email your teacher to problem-solve.</p>	<p>Dear [Teacher],</p> <p>I noticed I have a [grade] and when I checked it appears that I [am missing X assignment / did poorly on Y assessment]. I would like to work hard to bring my grade up. I plan to [make up missing X assignment / retake Y quiz] [on specific date/time]. Would that be acceptable? Is there anything in particular I need to know about making it up/doing a retake? Thank you for being flexible.</p> <p>Sincerely, [Name]</p>
<p>Wondering why your late</p>	<p>Email your teacher to let him/her</p>	<p>Dear [Teacher],</p>

<p>work has not been put in the gradebook yet</p> <p>DO NOT assume your teacher is “mad at you” (I assure you they aren’t - they probably just don’t realize the work is done).</p> <p>DO NOT give up!</p>	<p>know the work is complete and ready to be graded.</p>	<p>I have completed [xyz assignment]. I wanted to let you know it is done and ready to be graded. I handed it in to [google classroom/ ILearn /EdPuzzle/etc.]. Please let me know if you have trouble [finding it/opening the file/etc.] Thank you for being flexible. Please let me know if you have any questions.</p> <p>Sincerely, [Name]</p>
<p>You see a missing assignment in the gradebook and you don’t know what the assignment even is</p> <p>DO NOT consider yourself excused from the work</p> <p>DO NOT give up</p>	<p>Email your teacher to get the help you seek</p> <p>OR</p> <p>If your teacher has regular office hours / videoconferences, attend one or more to get the help you seek.</p>	<p>Dear [Teacher],</p> <p>I noticed in the gradebook that I’m missing [assignment]. I’m not sure what this assignment is. Can you please explain it and/or direct me where to find it and what I need to do? I appreciate your help and will get this work completed right away, once I have the information I need to get it done. Thank you for helping me.</p> <p>Sincerely, [Name]</p>
<p>Can’t find the materials / unsure what to do for your class work</p> <p>DO NOT consider yourself excused from the work</p> <p>DO NOT give up</p>	<p>Email your teacher to get the help you seek</p> <p>OR</p> <p>If your teacher has regular office hours / videoconferences, attend one or more to get the help you seek.</p>	<p>Dear [Teacher],</p> <p>I was trying to do [specific assignment / classwork for ~specific date~] and I am unsure [where to find xyz / what I need to do]. Can you please help? I appreciate it, thank you.</p> <p>Sincerely, [Name]</p>
<p>Struggling to understand course content</p> <p>DO NOT consider yourself excused from the work</p> <p>DO NOT give up</p>	<p>Email your teacher to get the help you seek</p> <p>OR</p> <p>If your teacher has regular office hours / videoconferences, attend one or more to get the help you seek.</p>	<p>Dear [Teacher],</p> <p>I am struggling to understand [specific content]. For example, [give a specific question you have, if you just say “it’s hard,” your teacher does not know how to help you]. Can you please help? If it’s something that can’t be explained over email, would you be willing to do a videoconference? I appreciate it, thank you.</p> <p>Sincerely, [Name]</p>
<p>Feeling overwhelmed by all the late work you have</p>	<p>Email your teacher for guidance on how to prioritize</p>	<p>Dear [Teacher],</p> <p>I have so many missing assignments</p>

<p>DO NOT consider yourself excused from the work</p> <p>DO NOT give up</p>	<p>then</p> <p>Follow through with the plan that you and your teacher come up with</p>	<p>I don't know where to start. I really want to succeed but it is all so overwhelming. What assignments do you recommend I tackle first? I will get started on it today, and I will email you if I have additional questions. Thank you for your help, I appreciate it.</p> <p>Sincerely, [Name]</p>
<p>Feeling sad / isolated / anxious because everything is changing / different / scary / you miss your friends / teachers</p> <p>DO NOT consider yourself excused from the work</p> <p>DO NOT give up</p>	<p>Email a teacher you trust, and/or your guidance counselor to get support</p> <p>or</p> <p>If there is a teacher you trust that has office hours or videoconferencing, consider attending just to talk/socially interact (even if you don't have questions about class)</p>	<p>Dear [Teacher],</p> <p>I am having a hard time with this. I am feeling [feelings] because [reasons]. [Can expand on your feelings here if you like]. I am reaching out to you because I could really use your support. Would you please [email me back / schedule a videoconference with me] to talk about this? I appreciate it.</p> <p>Sincerely, [Name]</p>
<p>Extraordinary circumstances at home causing <u>academic</u> challenges</p> <p><i>(More than just "virtual learning is different from what I'm used to and is hard!" Ex: moving, health issue, loss/illness of a family member, job loss, having to work a lot to support family, major uncertainty about critical life needs: food, shelter, etc.)</i></p> <p>DO NOT give up!</p>	<p>Email your guidance counselor and/or teacher[s] and/or administration.</p> <p>and</p> <p>Respond to them when they reply.</p>	<p>Dear [School personnel],</p> <p>I wanted to let you know that right now I am dealing with [crisis situation] and it is very hard for me/my family. I am struggling to complete work but it is very difficult in these circumstances. I do want to succeed and am asking for your support. Can you please get in touch with me so we can talk about possible solutions? [OR: give possible solution ideas yourself! Ex: Would it be possible to [excuse or no-count X assignments / grade only Z assignments / drop my lowest grade / etc.]?</p> <p>Sincerely, [Name]</p>
<p>Extraordinary circumstances at home causing <u>social/emotional</u> challenges</p> <p><i>(More than just "virtual learning is different from what I'm used to and is hard!" Ex: moving, health issue, loss/illness of a family member, job loss, having to</i></p>	<p>Email your guidance counselor and/or teacher[s] and/or administration: any trusted adult in the building will do.</p>	<p>Dear [School personnel],</p> <p>I wanted to let you know that right now I am dealing with [crisis situation] and it is very hard for me/my family. My/Our most critical pressure/need right now is [describe]. What resources are available to help?</p> <p>Sincerely, [Name]</p>

<p><i>work a lot to support family, major uncertainty about critical life needs: food, shelter, etc.)</i></p> <p>DO NOT give up!</p>		
<p>Feeling unmotivated because everything is different. None of the above options apply to you, and you know you can just coast on your 3rd quarter grade.</p> <p>DO NOT consider yourself excused from the work</p> <p>DO NOT give up</p>	<p>Do your work anyway</p> <p>and/or</p> <p>Take responsibility for your decision and email your teacher to problem-solve</p>	<p>Dear [Teacher],</p> <p>I have been feeling really unmotivated because this is such a wild situation. I don't have any family issues or anything like that holding me back. I'll be honest, I haven't been putting a lot of work in because (give reason). However I know this is not the right way to go about this and I know I will learn better, and develop more resilience and maturity by taking responsibility and completing the work. What assignments do you suggest I tackle first to get on the right track / have the most impact on my learning? I will get started on it right away and will let you know if I am stuck or have questions. Thank you for understanding.</p> <p>Sincerely, [Name]</p>