Weekly Interactive Contact Log between Teacher and Student Time Form

Building/Program:	School Year:
Teacher:	Count Date:

Instructions: Complete the report below for each pupil enrolled who did not meet attendance requirements. During Pandemic Learning, there must be at least 2 two-way interactions (TWI's) per week (Wednesday - Tuesday).

Student Name: _____ Grade: _____

Sample Student Summary Topics for Discussion:

- What is your planned online schedule this week?
- Which lesson gave you the most trouble this week?
- Explain why the topic was difficult to understand
- If you did not attend during the planned online time for your course this week, please provide an explanation.

Two-Way Interaction (TWI) Definition:

A communication that occurs between a student and the student's Teacher, or another district employee (certified by, at minimum, grade level, who has responsibility for the pupil's learning, grade progression, or academic progress), where the teacher/designated employee initiates communication AND a response from the student (or parent if the student is K-5 or non-communicative) follows that communication.

Week: _____

Date	Period / Course	Contact Type (Check Box)				Teacher Mentor Comments	Student Comments
		E = Email (with reply)	P = Phone Conversation	F = Face to Face	O = Other		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		

I certify that the teacher mentor is a certificated Michigan teacher employed by the district.

_____ _____

Signature of Teacher Mentor Date: