



APPLICATION CHECKLIST FOR FLEXIBLE INSTRUCTIONAL DAY PROGRAM PARTICIPATION

1) Provide Local Education Agency (LEA) and contact information.

- Don't know your Administrative Unit Number (AUN)? Use your entity's name to search the database at <http://www.edna.ed.state.pa.us>.
- To expedite the process, identify a point of contact familiar with your proposed program.

2) Indicate the criteria met.

- Next to each criterion, place ✓ in the column marked **EVIDENCE** if the files you are submitting for review demonstrably address the requirement.
- Criteria that are *italicized* are applicable to LEAs employing technology-enabled solutions. If you are not planning to use technology to provide curriculum, instruction, or supports, place **N/A** next to italicized criteria rather than ✓.
- All criteria must be appropriately marked prior to submission.

3) Save and submit digitally to Pennsylvania Department of Education (PDE).

- The narrative summary, exemplars, and any supporting artifacts must be in commonly accessible file formats (e.g., PDF).
- File naming conventions should be reflective of the content and need not include date, submitter, or LEA information (which will be part of the file meta-tags).
- The completed Application Checklist and all application files must be submitted electronically to PDE via the Commonwealth SharePoint site (the hyperlink for which is posted at www.education.state.pa.us/fid).
- Instructions for requesting access are available at www.education.state.pa.us/fid for LEA unable to access the site.

CONTACT NAME:	CONTACT ROLE:
CONTACT EMAIL:	CONTACT PHONE:
NUMBER AND DESCRIPTION OF SUBMITTED FILES:	

CULTURE & MANAGEMENT	EVIDENCE
LEA has secured stakeholder support	
LEA has established and communicated expectations for staff, student, and parent preparation for and participation in FIDs	
LEA has methods for determining staff participation and student attendance	
LEA has established contingency protocols for students and teachers unable to participate in FIDs	
LEA has planned for the accessibility of student services	
LEA has defined protocols for instituting and communicating the occurrence of FIDs	
LEA has a process for monitoring the implementation and evaluating the efficacy of FIDs	
CURRICULUM & INSTRUCTION	EVIDENCE
LEA provides professional development on curriculum design for asynchronous instruction	
<i>If applicable, LEA offers professional development on instructional and classroom management practices for virtual environments</i>	
LEA offers guidance on creating curriculum and content that is appropriate and meets fair use and copyright requirements	
LEA has established procedures for maintaining the currency and relevancy of curriculum and content	
LEA has instructional exemplars constructed to progress student learning in support of course objectives	
LEA has planned for all subject areas and student subgroups	
LEA provides tools to facilitate assessments to ensure student engagement and mastery	
LEA provides synchronous instructional supports for students seeking assistance	
TECHNOLOGY & SUPPORTS (IF APPLICABLE)	EVIDENCE
<i>LEA has established technology standards that support complete access to online learning services and resources utilized during FIDs</i>	
<i>LEA has procedures for identifying and resolving inequitable off-campus student and teacher access to online services and resources</i>	
<i>LEA provides and/or supports the technical solutions required for modifications and/or accommodations during FIDs</i>	
<i>LEA has established Acceptable Use Policies and employs measures to ensure the Internet safety and security of students accessing school services and resources</i>	
<i>LEA offers training to staff, students, and (if applicable) parents on how to access and use online services and resources</i>	
<i>LEA offers technical assistance and support during FIDs</i>	
<i>LEA offers equitable offline options for teachers and students unable to access online services and resources</i>	