**Template A: TXVSN Grants to Schools Task Activity Plan**

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| **Name of primary contact** |  |
| **Phone number and email address** |  |
| **District** |  |
| **School and 9-digit school number** |  |
| **NCES Rural Classification—fringe, distant, or remote** |  |

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| **Task** | **Projected Completion Date** |
| 1. [Complete the Statewide Course Catalog Public School District and Open-Enrollment Charter School Agreement](https://txvsn.org/Receivers-Get-Started) (i.e., the “receiving district” agreement)   The agreement outlines the roles and responsibilities of the receiving district, the provider LEA, and the TXVSN.  Awardees must read and sign the 2017–2018 agreement. |  |
| 1. [Designate staff for key student-support roles](https://txvsn.org/Receivers-Get-Started)   The district/campus administrator, the site coordinator, and the campus mentor(s) play key roles in a student’s successful participation in the TXVSN.  Awardees must identify and assign staff to assume these key roles. |  |
| 1. [Set student expectations and readiness](https://txvsn.org/Receivers-Get-Started)   Students and parents should have an understanding of what online learning is and the readiness skills necessary to be an online learner. [TXVSN CLUE IN](http://cluein.txvsn.org/) provides an orientation to online learning.  When identifying potential students, plan for an orientation/information session with students and parents. |  |