**Instructions:** Complete a 5-O-D two-way log for each pupil engaged in virtual learning and claimed in membership based on two-way interaction. There must be two-way interactive contact between pupil and mentor at least once per week for the 4-week count period. A week runs from Wednesday to the following Tuesday, beginning with count day Wednesday.

**Pupil Name:**  Jane Doe **Grade:** 3

**Building/Program:** ABC Sample Elementary School **Mentor Name:**  Barbara Brown

**Virtual Course(s):** Reading/Writing, Math, Science, Social Studies, Art, PE

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| **Date** | **Contact Type** | **Comments (summarize interaction and pupil progress)** |
| 10/6/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I e-mailed Jane today and asked her how she felt math was going. She asked for help on 2 math problems that involved subtracting 3-digit numbers and was able to then complete the math practice page and submit it. She struggled with her writing activity and we discussed some additional writing prompts to help get her started. |
| 10/13/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Jane came in to school to get some extra help today. We discussed how her science project on the water cycle was going and she said that she just needed to add a couple steps and would be turning it in tomorrow. She was struggling with the reading assignment so we worked through a couple questions and she will submit the assignment by the end of next week. |
| 10/25/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Jane did not regularly participate last week, so I called and spoke with Jane’s mother. Jane was not feeling well earlier in the week. Jane attempted the reading assignment but was having a hard time keeping up – I assured mom that we could get her caught up. Mom was able to put Jane on the phone and Jane reported that she completed one PE exercise last week and 2 drawing assignment for her art elective. She was in good spirits and hoping to return to regular participation tomorrow. |
| 10/29/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Jane was back to participating in her courses this week. She turned in a couple assignments from last week and we discussed a plan to get caught up on her reading assignment. I gave her the social studies map assignment from last week to complete. |

I certify log entries are true and accurate. Supporting documentation for electronic interactions on file with district.

**Signature of Virtual Learning Mentor Date**