**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:**  John Smith **Grade:**  10

**Building/Program:** ABC Sample High School **Mentor Name:** Mary Miller

**Virtual Course(s):** Geometry A, English 10A, Physics A, Civics, Advanced Art, Computer Programming I

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| --- | --- | --- |
| **Date** | **Contact Type** | **Comments (summarize interaction and pupil progress)** |
| 10/8/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | John was present at school today to take a test for his Computer class. He and I discussed his upcoming test in Physics and strategies for preparing. He also asked for clarification on his English essay that is due next week. |
| 10/13/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I talked with John on the phone today to check in on his progress. He plans to submit his English essay by the end of the week and he also mentioned that he is really struggling with the geometry unit on triangle congruence. I will connect him with Mrs. Lopez, for further geometry assistance. |
| 10/22/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I was not able to reach John this week for a phone conversation, but he did respond to my text message and he said he was sick this week and was not able to make much progress in English, civics, geometry, or art. However, John did complete several computer programming assignments and he reported a B- on his physics test from last week |
| 11/2/21 | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I emailed John to see if I could help him with anything. He responded that he plans to catch up on geometry and physics this week. He also said he is ready to take the civics test that he missed last week and I suggested he contact Mr. Barnes to set up a time for this. |

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

**Signature of Virtual Learning Mentor Date**