

Procedures for Requesting Distance Learning Program

Teachers:

Once you have found a program that you like, I need the following information in order to schedule:

- Teacher Name
- Grade
- Class Subject
- Number of Students
- Time you prefer (it is best if you can give me a couple of time slots)
- Date you prefer (it is best to give me a "window" of dates)
- The vendor name
- The name of the program

If there is any special request or special needs please make sure that you include that information as well. I know that this is a lot of information needed, but if I have all of this information up front, then it makes the process a little smoother.

Thank You,

Suzie Wilburn

