



**Wexford-Missaukee Intermediate School District**  
**“Helping Schools Help Students”**

**General Education Distance Learning Procedures**

*“The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance.”* Distance Learning as defined by the United States Distance Learning Association

General Education Staff will use this checklist as a guide for arranging distance learning activities such as video conferences, webinars, online video streaming, etc.:

- ❖ Obtains necessary approvals from the building Administrator (if not directly related to job duties or growth plan).
- ❖ Two weeks prior notice is needed for connections to sites outside of REMC District.
  
- Identify a Distance Learning experience or meeting related to job duties or growth plan.
- Make the initial contact with the selected site and collect the information listed below
  - Connection content
  - Date of connections
  - Connection time
  - Connection length
  - Contact information, including name of remote site technician
  - Applicable fees.
- Coordinates availability of space and equipment with General Education Secretary.
- Sends “task” to General Education Secretary (including all conference information) so that it can be placed on the Tandberg calendar.
- General Education Secretary coordinates arrangements with the building technician.
- Confirmation/decline of completed “task” will be received prior to meeting time.