

Best Practices

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| Follow | Refer to MACAE Priorities Pages (will include again in a follow up email) |
| Develop | Recommend that each program develop an explanation of what type of programming you are offering during this time (see template); continue online learning for adult education |
| Record | Recommend documenting staff time and hours (now even more important than ever): Both LEO and MDE have recommended paying staff during this time with funds already allocated |
| Consider | For administrators, Consider documenting what you are doing each day or what went well and what might need improvement |
| Document | Call Log or Contact Log for student contacts |

Take time for yourself and your families too!