

MEMORANDUM

To: District School Superintendents, Charter School Leaders, and Choice Eligible School Leaders
From: Robin LeClaire, Chief of Academics
Melissa Blossom, Director of School Improvement
Date: April 2, 2020
RE: Required Continuous Learning Plans

Pursuant to Executive Order 20-16, issued on Thursday, April 2, all public school districts, charter schools, and eligible K-12 schools as defined in I.C. 20-51-1p-47, shall submit a Continuous Learning Plan to the Indiana Department of Education (IDOE).

District superintendents, charter school leaders, and choice eligible school leaders will utilize the [template provided](#) to describe **delivery of learning**, detail **achievement monitoring and attendance tracking**, and outline a plan for **staff development**. Please select the format for submission most useful to your district. Google Docs, Microsoft Word, PDF's, or even webpages are all acceptable platforms for authoring your plan. The key is to provide the components of the plan in the prescribed order no matter what format you use to create the plan. This will provide basic comparability among plans and facilitate the feedback process. Every effort has been made to make Continuous Learning Plans as user-friendly as possible. For your reference, IDOE's Continuous Learning Guidance Document is available on our [website](#).

Continuous Learning Plans are due to IDOE **no later than April 17, 2020**. This will allow IDOE staff the opportunity to review plans, provide feedback, and offer necessary support to districts. The Continuous Learning Plan Review Rubric can be found [here](#).

Continuous Learning Plans are intended to be living documents and may be updated. These plans must be posted on the district or school's website for easy access. School district superintendents, charter school leaders, and choice eligible school leaders should submit the weblink (URL) to your Continuous Learning Plan as part of this [JotForm survey](#). The expectation is that the weblink for your Continuous Learning Plan will remain unchanged as schools work on refinements and revisions. Schools should establish the weblink for their Continuous Learning Plan and submit the JotForm survey **no later than April 17, 2020**.

Questions regarding the content of this memorandum and the attached document should be sent to [Robin LeClaire](#) or [Melissa Blossom](#).