



Communication Plan Grades 6-12

Directions

1. **Record** the best time to reach out to the teacher for help and how you should contact them to get help, if needed. Make sure you know their email address and phone number.
2. **Record** the location where your teacher will post lessons. In most cases this will be Canvas.
3. **Complete** all assignments provided by your teacher.
4. **Turn-in** assignments in by the due date.

	Teacher Name	Support Hours	Support Format	Teacher Email	Teacher Phone #	Assignment Location
P.1						
P.2						
P.3						
P.4						
P.5						
P.6						
P.7						

Student Name:

Student Email Address:

@students.ocps.net

Note: Students may only use their OCPS email address when logging in to platforms and communicating with staff.

