

Board of Education Distributed Learning Contacts

Boards of Education must identify Distributed Learning Contacts on a copy or scan of the attached template (see Appendix I) for the following roles:

1. Distributed Learning Agreement Contact: (see paragraph 7 for official designation and duties)
 - confirms other contacts as set out below in this Schedule;
 - involved in matters related to execution of this Agreement, not necessarily in day-to-day operations of the Distributed Learning School or program;
 - typically a district-level official;
2. Distributed Learning School Administration Contact
 - responsible for daily administration and operations of the Distributed Learning School or program;
 - typically a Principal, Vice-Principal or Lead Educator;
 - responsible for implementation of provincial and local policy;
 - lead for activities such as Standards, Quality Review, Satisfaction Surveys, FSA's, School websites;
 - designates Distributed Learning Data and LearnNow BC Information Coordinators as described in this Schedule;
3. Distributed Learning Data Coordinator
 - responsible for Learner level data reports;
 - responsible for Distributed Learning Achievement data submission;
 - typically an educator, senior clerical position, or Vice-principal;
4. LearnNow BC Information Coordinators (2 contacts)
 - responsible for daily duties related to Learner Sign-ups on LearnNow BC;
 - provide course information for LearnNow BC;
 - responsible for editing Distributed Learning School or program information posted on LearnNow BC.

DISTRIBUTED LEARNING SCHOOL CONTACT INFORMATION

Board of Education, School District # _____

School name (if more than one please fill in name for each school):

Contact Information for each of the following:

1. Distributed Learning Agreement Contact: (see paragraph 7 for official designation and duties)	
<ul style="list-style-type: none"> - confirms other contacts as set out below in this Schedule; - involved in matters related to execution of this Agreement, not necessarily in day-to-day operations of the Distributed Learning School or program; - typically a district level official 	
Contact Name	
Title	
Telephone	
Fax	
Email Address	

2. Distributed Learning School Administration Contact	
<ul style="list-style-type: none"> - responsible for daily administration and operations of the Distributed Learning School or program; - typically a Principal, Vice-Principal or Lead Educator; - responsible for implementation of provincial and local policy; - lead for activities such as Delivery Standards Self-Assessment, Satisfaction Surveys, FSA's, School websites; - designates Distributed Learning Data and LearnNow BC Information Coordinators as described in this Schedule. 	
Contact Name	
Title	
Telephone	
Fax	
Email Address	

DISTRIBUTED LEARNING SCHOOL CONTACT INFORMATION Cont'd

3. Distributed Learning Data Coordinator <ul style="list-style-type: none"> - responsible for Learner level data reports; - responsible for Distributed Learning Achievement data submission; - typically an educator, senior clerical position, or Vice-principal. 	
Contact Name	
Title	
Telephone	
Fax	
Email Address	

4. LearnNow BC Information Coordinators (2 contacts) <ul style="list-style-type: none"> - responsible for daily duties related to Learner Sign-ups on LearnNow BC; - provide course information for LearnNow BC; - responsible for editing Distributed Learning School or program information posted on LearnNow BC. 	
1st Contact Name	
Title	
Telephone	
Fax	
Email Address	
2nd Contact Name	
Title	
Telephone	
Fax	
Email Address	

Please fax completed form to 250-387-2042 or email to
EDUC.DistributedLearning@gov.bc.ca