**WAVA K-12th Onboarding Checklist**

The Onboarding Checklist should be completed within 5 days of your Welcome email and MUST be completed before placement with a Homeroom Teacher on the first day of school: August 27th.

* I have a working computer, microphone, and internet access
* I have attended a Welcome Orientation Date: \_\_\_\_\_\_\_\_
* I have read my Welcome email
* I have set-up my Learning Coach account and my Student's Account
* I have received my materials or confirmed that they have shipped
* I have downloaded Office 365
* I am aware of WAVAs compliance requirements
* Weekly Teacher Contact
* Class Connect Attendance - All Required Sessions
* Daily Student Logins M - F
* Daily Completion of online lessons
* Monthly Course Progress Conferences
* State Testing
* WAVA Specific Testing
* I feel confident accessing, reading, and sending emails
* I feel confident accessing, reading, and understanding my student's Daily Plan
* I know how to access and monitor my student's Course Progress
* I know I will need to complete Welcome to Online Learning Course / Or ORN 010 by Friday, September 3rd, available on your students online lessons 8/16/2021

If you have any difficulties completing items on the checklist, please be sure to reach out to the Student Success Coordinator, Heather Bennett.

