**Continuous Learning Plan (CLP)**

**District Request for Revision**

The department recognizes the hard work districts have done this year to open schools and keep them open. Through that hard work and the lessons learned this fall, we also recognize it is likely that the CLPs districts wrote as the school year first began have changed. Many districts have submitted revisions to their CLPs already in ePlan, and many more have asked questions about the process for making revisions. In response to these questions, we are outlining a clear and consistent revision process that is streamlined and clarifies what requires a revision to the CLP.

Only substantive changes to CLPs must be approved by the department.  Districts may use the guidance below when determining what updates or revisions to a CLP are deemed substantive and require department approval.

Updates to CLPs are only required to be submitted to the department for approval if revisions are made to either of the following two sections:

1. **Section 3: Instruction.**Within section 3, revisions only need to be submitted to the department for approval if the changes are made to one of these components:
2. Instructional materials used
	* 1. For example, the district was using adopted materials but needs to switch to an online platform for second semester science courses.
3. Instructional schedules (time in instruction, delivery mode of instruction)
	* 1. For example, the district was offering 120 minutes of ELA in a synchronous setting and is reducing to 90 minutes of synchronous and 30 minutes of asynchronous.
4. **Section 4: Attendance.**Within section 4, revisions only need to be submitted to the department for approval if the changes are made to one of these components:
5. Protocols for seeking and receiving daily visual, verbal, and/or written confirmation of student participation in instructional time; or
6. Requirements that schools take attendance daily when students are participating in remote instruction.

Revisions to all other sections can be made at the LEA’s discretion without TDOE approval. To request approval of a revision to section 3 or 4 of your CLP, please complete this form and upload it with any necessary artifacts to the CLP Related Documents section in ePlan. Please use the following naming conventions for your uploads:

* **Revision Request Form:** “Revision Request\_MoDayYear”
* **Artifacts:** “Revision Request\_Artifact Name”

Revisions will be accepted and reviewed on a rolling basis.

**CLP Revision Request**

**District:** Click or tap here to enter text.

**Point of Contact:** Click or tap here to enter text.

**Point of Contact Email and Phone:** Click or tap here to enter text.

**Select the section(s) of the CLP you are revising and complete the corresponding questions below:**

[ ] Section 3: Instruction

[ ] Instructional materials used

[ ] Instructional schedules

[ ] Section 4: Attendance

[ ] Protocols for taking daily attendance

[ ] Requirements related to taking daily attendance in schools

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| **Section 3: Instructional Materials**1. Briefly describe the change(s) necessary. Be sure to include the previous instructional materials, the new instructional materials, and the applicable grade and content area. Click or tap here to enter text.2. Why is the revision needed? Please include the rationale or challenge this change is addressing.Click or tap here to enter text.3. What is/was the effective date of this change?Click or tap here to enter text.4. Are you including an artifact related to this change (optional)? Choose an item.5. If yes, what is the artifact title?Click or tap here to enter text.6. Briefly describe what the artifact is illustrating.Click or tap here to enter text. |

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| **Section 3: Instructional Schedules**1. Briefly describe the change(s) necessary. Be sure to include a clear explanation of the content area/subject/course, grade levels, and timing allotments that will change in your new plan.Click or tap here to enter text.2. Why is the revision needed? Please include the rationale or challenge this change is addressing.Click or tap here to enter text.3. What is/was the effective date of this change?Click or tap here to enter text.4. What is the artifact title? *\*Note: an artifact is required for this section. Please upload a copy of the revised student schedule(s) that articulates time in instruction and delineates synchronous vs. asynchronous.*Click or tap here to enter text.5. Briefly describe what the artifact is illustrating.Click or tap here to enter text. |

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| **Section 4: Attendance: Protocols for Taking Daily Attendance, or Requirements Related to Taking Daily Attendance in Schools.**1. Briefly describe the change(s) necessary. Be sure your updated plan still includes protocols for daily visual, verbal, and/or written confirmation of student participation in instructional time.Click or tap here to enter text.2. Why is the revision needed? Please include the rationale or challenge this change is addressing.Click or tap here to enter text.3. What is/was the effective date of this change?Click or tap here to enter text.4. Are you including an artifact related to this change (optional)? Choose an item.5. If yes, what is the artifact title?Click or tap here to enter text.6. Briefly describe what the artifact is illustrating.Click or tap here to enter text. |

Once complete, please upload this form and any related artifacts to the CLP Related Documents section in ePlan. Please use the following naming conventions for your uploads:

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