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DR. VERONICA C. GARCÍA  
SECRETARY OF EDUCATION

BILL RICHARDSON  
Governor

September 11, 2009

**MEMORANDUM**

**TO:** District Superintendents, Charter School Directors

**FROM:** Veronica C. García, Ed.D Secretary of Education

**RE:** Continuity of Education

*Veronica C. Garcia*

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We have been reminded by the USDOE of the importance of ensuring the continuity of learning in the event of student absences and school dismissals due to H1N1 illness. Districts are asked to begin now to plan for and improve their ability to provide continuous learning ranging from take-home assignment to on-line learning capabilities.

Some of the suggested methods for continuity of learning include:

- Hard copy of packets of materials and assignments that can be prepared in advance
- Online materials including, digital copies of reference materials or assignments that can be made available on the Internet
- Teacher check-ins and tutorials via telephone; web conferencing which can be used to facilitate one to one interacting between students and teachers, counselors or other adults
- Recorded class meetings using podcasts, closed circuit TV or other video technology
- Live class meetings through webinars or online courses

Districts can begin the planning process by including staff, parents and members of the community using these four guiding questions:

- How will affected parties communicate during individual or prolonged absences or during school-wide dismissals?
- How will students understand and access available academic resources and other supports from home?
- What equipment and other resources are available or need to be acquired to enable school and district learning continuity plans?
- What additional training or experience is required to prepare all parties to respond appropriately when needed?

The following websites can assist you in planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/guidance/continuity-recs.pdf>: This website offers several ideas for both planning for and providing continuity of learning.

<http://rems.ed.gov>

[www.free.ed.gov](http://www.free.ed.gov): This website offers free access to assignments at every grade level

<http://ed.gov/h1n1>: This website also includes a helpful Q & A

<http://schools.nyc.gov/Academics/learnathome/default.htm>: This gives an idea of how New York City provided information to parents.

We are in the process of working with IDEAL-NM to determine how we might use their services to post assignments or to conduct on-line classes to district students.

You may also want to work with your RECs to determine if they have video conferencing capability that are normally used for meetings that could be used for purposes of instruction.

It would also be helpful to post to your websites any ideas or methods being used in your districts so other districts can benefit from them.

Thank you for your attention to this very important matter. It is important that we do all we can to assure that students continue the learning process and receive the appropriate credit for this school year. My staff stands ready to assist in any way they can.

Thank you.

VCG/gor

cc: Catherine Cross Maple, Ph.D, Deputy Secretary, Learning and Accountability  
PED Leadership Team