Texas Adult Education & Literacy
Distance Learning Curriculum Addendum

The addendum(s) are attached to the back of the original distance learning program plan and made available for a Technical Assistance visit.

This form should be attached to the program's original Distance Learning plan. Please email the completed for to AdultEducation@twc.state.tx.us.

Name of New Curriculum: _____

Date: _____

(Please record the date the curriculum addendum was attached to the original DL Program Plan):

Site Name	
Names & Contact Info	**Distance Learning Teachers** (include the teachers' names who will provide instructional guidance for the new curriculum)
Teacher Name	
Teacher Name	
Teacher Name	
Admin Name	
Phone / e-mail		

Description of Target Student Population:
(Describe the demographics of the student population including the academic areas of focus: ABE, GED, or ESL/EL Civics

Content Standards and Literacy Levels	*How will you apply the standards?*
1. Which national and/or state standards does this curriculum address?	
2. To what degree does the curriculum align with the *Texas College and Career Readiness Standards?*	
3. How will you evaluate whether or not the curriculum is appropriate for the target student population's literacy levels?	

Communication and Instructional Strategies	How will you ensure the students are able to use the new online curriculum, and they have instructional support?
1. How will you orient the students to the curriculum content and/or the technology requirements including online software passwords, downloading plug-ins, using internet browsers, and email?	
2. How will you use the student's assessment results to guide instruction?	
3. How often will you communicate with students to re-evaluate personal goals and academic progress?	
4. How will you collaborate with existing classroom teachers so that students are encouraged to enroll in both face-to-face and distance learning classes (the Hybrid Model)?	

Documenting Student Contact Hours	How will you document and track direct and proxy hours for distance learning students?
1. Please describe the forms you will use to document and track the number of direct/ proxy hours students are accruing each week.	
2. How often will enter attendance hours in TEAMS?	
3. Please describe the mechanisms you have in place to monitor/analyze distance learning reports in TEAMS.	