

**Monmouth County Vocational School District**  
**Procedure: Distance Learning Events**

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Year after year, the number of schools, teachers and students participating in Distance Learning events has been steadily increasing throughout our district. We are making an effort to keep building administrators “in the loop” regarding the event cost and relevance of the Distance Learning session to their school’s educational objectives.

**The following procedure should be followed in order to schedule a Distance Learning event:**

1. Teacher completes *Distance Learning Event Approval Form* (this new form will be distributed electronically to all building administrators).
2. Teacher submits form to his/her building administrator.
3. Upon approval of this request, building administrator sends form to the Technology Group, *Attn: Chris Widmer*.
4. Sandy Wolgast, Distance Learning Coordinator, will then contact the teacher to make arraignments, book the Distance Learning session with the provider, etc.

If there are any questions about participating in Distance Learning events, please contact Sandy Wolgast or Chris Widmer at the Technology Group.