



Best Practices for Providing LEAs

New Mexico Virtual Course Consortium (NMVC²) is a growing state-led provider network of public districts and charters who serve as course providers to students across the state through a memorandum of understanding (MOU) with the student's district or charter of **residence**.

Providing LEA is a PED authorized district or charter that can provide high quality, standards-aligned online courses, accessible to students, regardless of their location throughout the state.

Residing LEA is a PED authorized district or charter that is seeking high quality, standards-aligned courses through the NMVC² to supplement local course offerings in hard to staff subject areas.

Best Practices for Providing LEAs to Support Virtual Courses

- Attend regularly scheduled NMVC² member meetings facilitated by the PED.
- Designate and define staff roles that support your virtual program. Below are examples of some recommended roles:
 - Administration Roles: Those that oversee the Provider LEA online program and provide support and direction to Provider LEA staff.
 - Advisor: Provides progress monitoring and supports online teacher communications with Residing LEAs when additional student support is needed. Also supports online teacher communication with parents when needed.
 - Online Teachers: Provides instruction and feedback to students and parents.
 - Educational Assistants: Providing after hour tutoring or managing a homework hotline for additional educational support.
 - Support staff: Works under the direction of the Providing LEA administrator to perform operational tasks. The following are examples:
 - Registrar: Assists Residing LEA with enrollment of students for online courses. Sends transcripts to Residing LEA upon completion of online courses. Initiates and completes MOU process with Residing LEA. Maintains data entry (STARS, etc.). Provides all necessary reporting to PED and Residing LEA.
 - Fiscal: Ensures purchase order is received from Residing LEA for online courses. Invoices Residing LEA for online courses appropriately. Ensures payment from the Residing LEA has been received prior to end of year closeout.
 - Technology: Provides consistent support to distant learners of the Providing LEA when faced with technological difficulties.
- Communication between Providing and Residing LEAs is critical for program success. Providing and Residing LEAs should identify mutually agreeable points of contact between the entities as part of the memorandum of understanding (MOU).
- Develop a consistent onboarding process that reflects a culture of learning, where trust is built, and the student can be comfortable engaging in academic learning.
- Create a simple enrollment process that identifies NMVC² students for the purpose of being able to provide student information back to the Residing LEA.
- Ensure students have course access and contact information should they have technical issues. (Residing LEAs are responsible for providing student devices/technology and confirming student connectivity)
- Develop a mitigation plan for students who might not manage their virtual courses.