



Telework (Remote Work) Weekly Log

Section 1: PROPOSAL

This section must be completed by ALL staff and submitted to your Principal/Direct Supervisor **PRIOR to each remote work week.**

Name:	
Position:	
School:	
Week Dates:	
Phone #:	

Day	Proposed Activity	Justification for Activity
Monday		
Tuesday		

Wednesday		
Thursday		
Friday		

This section completed by Principal/Supervisor for Approval of Proposed Activities	
Supervisor Comments:	
Principal/Supervisor Signature:	
Date:	

Section 2. COMPLETION

This section must be completed by **ALL staff and submitted to your Principal/Direct Supervisor at the **END** of each remote work week.**

Please attach any additional pages needed for the following:

1. Activities Completed and Product/Outcome
2. Reflection/Summary

Day	Completed Activity	Product/Outcome	Time Worked
Monday			
Tuesday			
Wednesday			

Thursday			
Friday			

Reflection or Summary of Completed Activities and Impact on Student Learning

This section completed by Principal/Supervisor for Approval of Completed Activities	
Supervisor Comments:	
Principal/Supervisor Signature:	
Date:	