

Virtual Weekly Check-In Form

About the tool

This resource was developed by Kerry Hayes Trotta, Etmi Lopes Martins, Kendra Haggerty, Maryann Reilly, Michelle Silvia, and Amy Burns, educators and administrators at Robert F. Kennedy Elementary School in Providence, Rhode Island, during the spring of 2020 as part of an NCII community of practice focused on virtual intervention delivery. Please note that NCII does not endorse specific intervention programs. As such, any programs noted in these documents are used for illustrative purposes only or as potential resources for source materials (e.g., sample text, graphic organizers).

During distance learning, weekly check-ins can help teachers develop relationships with their students and stay connected. For students, check-ins can increase their emotional awareness, as well as their abilities to represent and express thoughts and feelings. Check-ins can also give students opportunities to advocate for themselves, because they are asked what they need to be successful. For teachers, weekly check-ins provide insight on how students are feeling and what support they may need for academic and social-emotional skills. This [Weekly Check-In Form](#) is a beneficial and user-friendly way to connect with students during distance learning.

Tips for implementation

1. Re-create the form in Google Forms and customize the questions to include any information you are interested in learning about your students.
2. Use a combination of multiple-choice and open-ended questions to explore how the students are doing. Emphasize that the students can write about both school and things going on outside of school.
3. Use emojis and images to help younger students express their emotions.
4. Select the “Required” button for each question that you want answered; otherwise, students can submit the form without completing all the questions.
5. Check that the form is private so that students cannot read other students’ answers or edit content. Google Forms usually default to private, but you can check this setting by selecting “: (More)” in the upper right. Click on “Add collaborators,” and make sure this says “Private - only you have access.”
6. Share the link with students through the “Send” button. You can add students’ email addresses directly here or copy the link provided to send out or post in your schedule.
7. Follow up with students who may be struggling!
8. Once you have made one Google Form, you can copy it and add in new questions or remove questions that are no longer relevant. To copy your form, select “: (More)” and click on “Make a copy.”