**Instructions:** Complete a 5-O-D two-way log for each pupil engaged in virtual learning and claimed in membership under Section 5-O-D of the Pupil Accounting Manual. Two-way contact between pupil and mentor is required at least once per week for the 4-week count period. A week runs from Wednesday to Tuesday, beginning with count day Wednesday.

**Pupil Name:**  **Grade:**

**Building/Program:** **Mentor Name:**

**Virtual Course(s):**

|  |  |  |
| --- | --- | --- |
| **Date** | **Contact Type** | **Comments (summarize interaction and pupil progress)** |
|  | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Face-to-Face  E-mail  Phone Call  Text Messaging  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

I certify log entries noted above for this pupil are true and accurate.

**Signature of Virtual Learning Mentor Date**