

# Monthly Learning Modality

## Definitions, Clarifications, and Instructions for Smartsheet Form

### Background

At the start of the 2020-21 school year, individual schools and districts operated varying learning models (e.g., remote, hybrid, in-person). Staff at the Colorado Department of Education (CDE) collected month by month district level learning modality based on confirmation of school district website calendars and conversations with local level staff and is documented in the [Colorado School District Reopening Plans](#). This district-level information is being used to determine the eligibility and/or the benefit amount for Pandemic-EBT (P-EBT) benefits. Because of the magnitude of benefits tied to the monthly learning modalities, we must ask each district to confirm their learning modalities per month for both Elementary and Middle/High School grade levels. This confirmation process will be done within an electronic smartsheet form. The smartsheet form must be submitted by no later than **April 21, 2021**.

### Learning Modality Definitions

The definitions below will determine the level of Pandemic EBT (P-EBT) benefits that children throughout the District will receive for missed school meals during the 2020-2021 school year. This applies even if the school or district provided meals (i.e., grab and go meals) to their remote learners. If individual schools did not follow the district learning modality this must be reported.

#### Definitions:

**Remote:** The **majority** (more than 50%) of **students** in the District participated in 100% remote learning for the majority (more than 50%) of the month.

**Hybrid:** If the standard for Remote benefits (defined above) is not met, but the **majority** of **students** in the District followed a hybrid schedule (at least one virtual day per week) OR between 25% and 50% of students in the District participated in 100% remote learning for the majority of the month.

**In-Person:** If the Remote or Hybrid standards (defined above) are not met, the District will be considered In-Person for that month. This means no Hybrid schedule was in effect and less than 25% of students in the District participated in 100% remote learning for the majority of the month.

Example 1: The majority of Elementary students in District A attended schools that operated a Hybrid schedule (e.g. 3 days virtual, 2 days in-person) from October 5 through November 10. For the rest of

#### Pandemic-EBT (P-EBT) 2020-21 Issuance



Collecting Student level data  
during April and May



Collecting District/School level  
learning modality in April (one  
time collection)



Use both student level and  
district/school learning  
modality to assess student  
eligibility for P-EBT benefits

November, students participated in 100% Remote learning. District A should list October as “Hybrid” and November as “Remote.”

Example 2: In District B, the majority of Elementary students in the District attended school in-person for the entire month of February. Several individual classrooms switched to virtual learning for 2 weeks during the month due to COVID-19 exposures, but the District estimates that less than 15% of students in the District were impacted by this switch. District B should list February as “In-Person.”

Example 3: For the month of December, the majority of Middle/High Schools in District C operated a Remote Schedule. In the same month, all District C Elementary Schools remained open for In-Person learning, but approximately 40% of Elementary students opted for Virtual Learning during that month. District C should list Middle/High Schools as “Remote” and Elementary Schools as “Hybrid” for the month of December.

These learning modality types will populate in the smartsheet form based on data collected for your district from the [Colorado School District Reopening Plans](#). Based on the definitions described above you will be able to confirm or change the learning modality type within the smartsheet form and also identify specific schools that may have deviated from the district learning modality. Further instructions on how to complete the smartsheet form are below.

## How to Complete the Monthly Learning Modality Smartsheet Form

The smartsheet form will be used for the confirmation process mentioned in the definitions and clarifications above. The smartsheet form will be sent to district directory respondents and local private school contacts.

Please review the instructions below on how to complete the smartsheet confirmation form for the monthly learning modality. The smartsheet form is **due by April 21, 2021**.

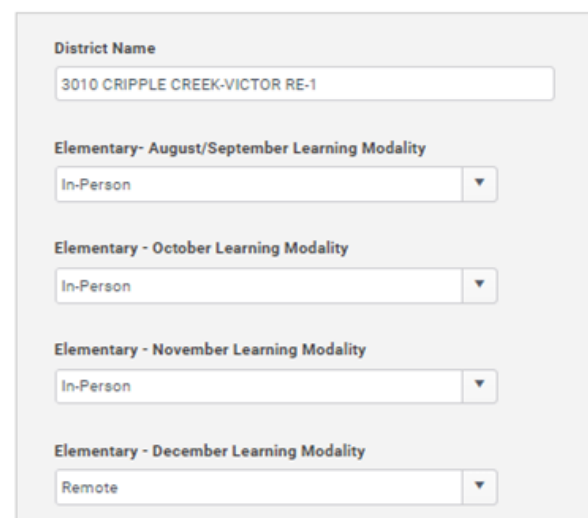
Once the form is received via email, recipients can select the blue “Open Update Form” button within the body of the email. \*If the smartsheet form needs to be completed by another staff member please forward the email to that staff member.\*

Once the blue button is clicked, you will be directed to the online smartsheet form that will look similar to this.

1. The smartsheet form will provide the District/Private School/RCCI name, Elementary Learning Modality per month, and Middle High School Learning Modality per month based on the [Colorado School District Reopening Plans](#) maintained by CDE.
2. Please review the type of learning modality for each month for Elementary and Middle/High School currently on file with CDE. Based on the definitions provided above, if a change is needed you can select the drop down for each month to select the correct modality.

### Update Request: Schedule - District Month over Month

Please update my online sheet.



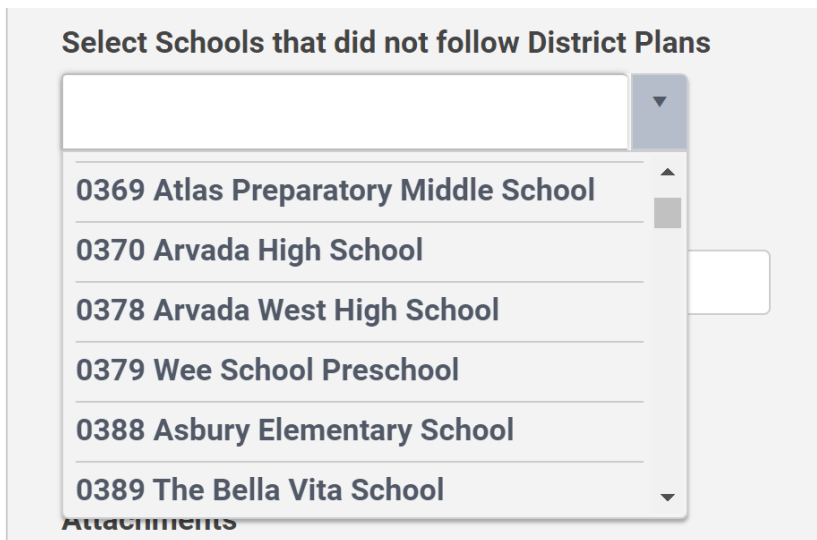
Month	Learning Modality
Elementary - August/September	In-Person
Elementary - October	In-Person
Elementary - November	In-Person
Elementary - December	Remote

After each month is reviewed, the form will ask you to select schools that did not follow the district learning modality plans. See further instructions below.

## Schools that did not follow the District monthly learning modality

For Schools within the District that did not follow the district monthly learning modality, please complete the steps below using the same definitions described above by **April 21, 2021**. CDE understands that School-level information provided here may be estimated and is based on the best available information available to the official completing this form.

1. Select the school(s) that did not follow the District monthly learning modality schedule. You may enter more than one school but you will have to select one school at a time. Schools are sorted by school code in ascending order.
2. After the schools are selected in the smartsheet form, open the [School Level Schedule Data - For schools that did not follow the district monthly learning modality](#) google sheet.



3. Using the drop-down menus in columns A and B, select the District, select the School, enter the first and last name of the person completing the form and then select the learning modality for every month for each school identified in the smartsheet form as having a schedule different than the District. One row should be completed in the google sheet ONLY for each school that was selected in the smartsheet form.

	A	B	C	D	E
1	Select School District Code	Select School Code	Contact First and Last Name	Aug./Sept. Learning Modality	October Learning Modality
2	▼	▼	▼	▼	▼
3	▼	▼	▼	▼	▼
4	▼	▼	▼	▼	▼
5	▼	▼	▼	▼	▼
6	▼	▼	▼	▼	▼

If for some reason you are unable to access the [School Level Schedule Data - For schools that did not follow the district monthly learning modality](#) google sheet, contact [p-ebt.datapipeline.support@cde.state.co.us](mailto:p-ebt.datapipeline.support@cde.state.co.us) or you may provide the information by using this [excel file template](#) and upload as an attachment to the smartsheet form. The template is also available on the [P-EBT Data Collection webpage](#) or on the [School Meal Eligibility webpage](#).

Complete either the google sheet OR the excel file. **Do not complete both.**

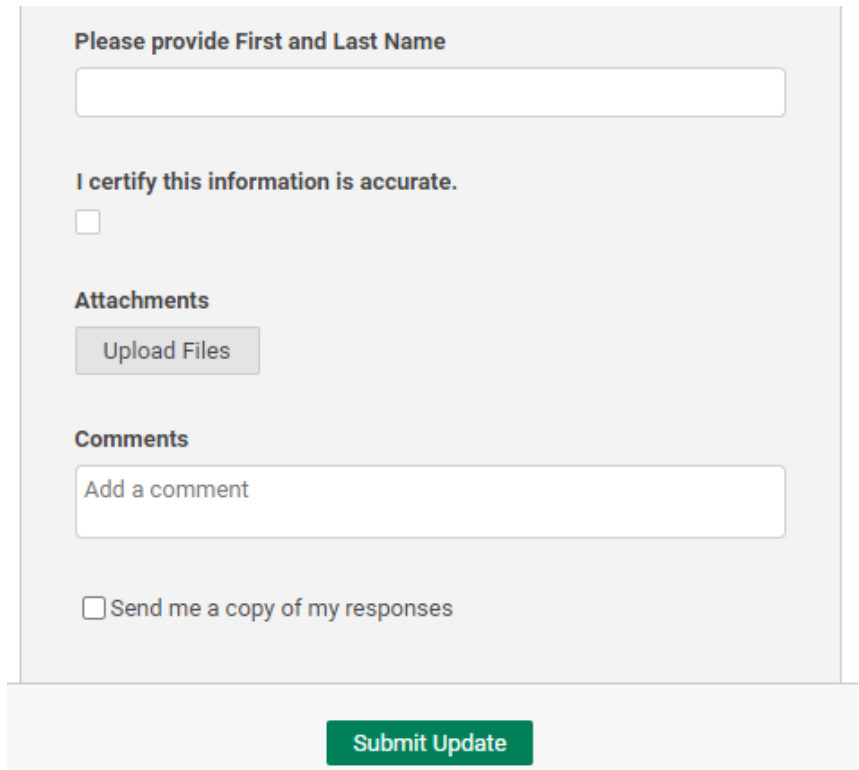
This institution is an equal opportunity provider.

If you do not have any schools that deviated from the District monthly learning modality, you do not need to complete the google form or the excel file template.

## Submitting the completed smartsheet form

Once the processes above are completed, the last few sections must be completed before selecting the submit button.

1. Enter the first and last name of the person completing the smartsheet form.
2. Select the "I certify this information is accurate." By selecting this you are attesting the information provided in this smartsheet form is accurate to the best of your knowledge.
3. If you chose to complete the [excel file template](#) for individual school schedules instead of the google form you can attach it here.
4. You can enter any additional comments or information here.
5. If you would like a copy of your submission, select the button "Send me a copy of my responses." You can then provide an email address that will send you a copy of your submission.
6. Select the green, Submit Update, button.



The screenshot shows a form submission interface with the following sections:

- Please provide First and Last Name**: A text input field.
- I certify this information is accurate.**: A checkbox.
- Attachments**: An "Upload Files" button.
- Comments**: A text input field with the placeholder "Add a comment".
- Send me a copy of my responses**: A checkbox.
- Submit Update**: A green button at the bottom right.

You're done!

If additional support is needed at the school level for completing this survey please contact [p-bt.datapipeline.support@cde.state.co.us](mailto:p-bt.datapipeline.support@cde.state.co.us).

## Resources

CDE, School Meal Eligibility Webpage: <https://www.cde.state.co.us/nutrition/schoolmealeligibility>

CDE, P-EBT Data Collection Webpage: <https://www.cde.state.co.us/datapipeline/p-ebtdatacollection>