Virtual Check-In Tool for Staff

STRATEGY: Create reliable systems to check-in and respond to educators' wellbeing.



Instructions:

- Click here to make a copy of our virtual check-in for staff Google Form.
- Customize your copy of the Google Form by adding:
 - A brief description of the purpose of the form with some context;
 - New questions or language that matches what's already common in your school or district,
 - Space for staff to ask for additional support from colleagues in specific roles.
- 3. Send out the form to staff weekly as an asynchronous way to check-in, or use it before staff meetings to get a quick pulse of how people are feeling.

Suggestions:

- Responses can remain anonymous; in many districts, only the principal or school social workers can see responses.
- Include an optional "<u>internal weather report</u>" in which staff can share a few words or phrases describing the weather they are experiencing internally (e.g., foggy but with blue skies).
 - Customize the Google Form to check-in on where staff members are in terms of their "presence" (where their mind and heart is) and their "capacity" (their workload).

