



1690 Woodlands Dr.  
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Maumee, OH 43537

[ohva.k12.com](http://ohva.k12.com)

November 1, 2016

Dear Learning Coach,

As an online charter school, Ohio Virtual Academy maintains the highest level of academic accountability with our charter sponsor, Ohio Council - Community Schools and Ohio Department of Education. We would like to continue to maintain that excellence as state laws become even stricter for e-schools.

In order to demonstrate student academic growth and time on task offline, we are requesting to receive written work samples of your student's offline work in the core content areas of Math and English Language Arts. We have tried to simplify this process for you by creating a link that you can upload one Math and one English Language Arts written work sample on a monthly basis November through May for the remainder of the 2016-17 school year. If your student is in Kindergarten through 2<sup>nd</sup> grade please submit work the second week of every month. If your student is in 3<sup>rd</sup> through 5<sup>th</sup> grade please submit work the fourth week of every month.

Work samples can be submitted through the link provided below similar to your Internet Service Provider reimbursement submission. You will be asked your student's ID number, your name, and e-mail. Simply state which K12 lesson the sample was taken from. Please include the course, unit, lesson, and title of the lesson and then upload one sample assignment for Math and one for English language arts. Your student's written work samples will be received at the OHVA office and will be kept at there for verification of your student's offline work. Your OHVA teacher will not have access to provide feedback on the work samples that have been submitted.

Submit written work samples here: <http://ohvaonlineforms.com/Offline-Work.html>

We appreciate your effort to help OHVA maintain academic excellence and compliance.

Sincerely,

*Debbie Wotring,*  
K-2 Principal

*Amy Helm-Borchers,*  
3-5 Principal