



March 18, 2020

Dear OFY Families,

In preparation for the transition to distance learning, we wanted to share some important tips with you to ensure success working from home:

- As much as possible, try to establish a consistent study schedule. Don't forget to schedule in time for breaks and meals.
- Treat online learning like any other class. Read course content carefully, take notes, and write down any questions you have as you move through the material. Remember the goal is not just to complete the work, but to understand it, and rock your assessments to show how much you have learned!
- Choose a study area where you're comfortable and can work with as few distractions as possible.
- Draft essays and other substantial assignments in Google Docs, then copy/paste them into your online assignment before submitting. This will allow you the freedom to proofread and edit easily, as well as peace of mind you won't lose work if your internet connection goes down temporarily.
- Step outside for fresh air and sunshine throughout the day! This can go a long way to preventing you from feeling cooped up and restless.
- Stuck or confused? Reach out to your teacher! The more they know about how you're feeling, the faster they can help you get unstuck.
- Remember, you can do this! The skills you've acquired through guided independent study at OFY will come in handy during this time.

On another note, we would like to remind you that OFY centers will be open for students to collect curriculum and technology materials at specific times this week. If you have not yet been contacted by your child's center to arrange a pick-up time, please reach out to his or her teacher for more information. We would also like to remind you to complete the technology needs assessment survey if you have not already done so. The survey is quick and can be taken [here](#).

At this time, there are still no confirmed cases of COVID-19 at any OFY campus. Your safety and wellbeing remains our top priority, and we appreciate your patience and support during this challenging time. We are committed to making the most of this opportunity to learn and grow as a community.

Sincerely,

Options For Youth Leadership