

Online Learning Needs Assessment Checklist

#	Need Area	Need Priority			ACTION to take	STATUS & Date
		High	Medium	Low		
I	GOVERNANCE					
a	Governing Board					
b	Organizational Structure					
c	OTHER:					
II	FUNDING					
a	State Support					
b	District Support					
c	Other Support					
III	POLICY: see Online Learning Administrative Policy Issues Checklist					
IV	STAFFING					
a	Director; Administrator					
b	Technology Specialist					
c	Other Support Staff: Secretaries, Registrar, Accountants, HTML and multi-media Specialists					
d	Student Mentor					
e	Content Writer					
f	Online Instructor					
#	Need Area	Need Priority			ACTION to take	STATUS & Date
		Low	Medium	High		
g	Professional					

	Development & Training Person					
h	Special Education Consultant					
i	Program Evaluator					
j	OTHER					