



from the desk of . . .
John C. Alberty
AEC Superintendent

Memorandum

To: All Educators
Re: RenWeb Lesson Plans
Date: October 23, 2018
cc: File

The AEC Office of Education (AECOE) requires that all lesson plans be done in renweb as per RenWeb policy updated 7/30/2017. Please note that teachers are required to maintain a record of each student’s work, progress, and attendance on a daily basis in RenWeb. Additionally, you are required to record a minimum of two grades per week in RenWeb more than two is highly recommended. **Lesson plans** will be **checked** on Monday of each week **beginning on Monday October 29th, 2018.**

Below you will find instructions on how to access the lesson plan template.

1	Go to www.renweb.com
2	Go to LOG IN use drop down to, select RenWeb 1 Login
3	Enter your login information. (District code AEC-SDA)
4	Select Classroom
5	Select Class
6	Select Lesson plan from the options on the right
7	Select the date
8	Complete the template

In His Service,

John Alberty
Superintendent of Schools