(SAMPLE)

EXTENDED CONTRACT ITINERARY FOR

WORPLACE EDUCATION COORDINATOR’S

Name

School

Itinerary for week of

(Month) (Date) (Year)

|  |  |  |  |
| --- | --- | --- | --- |
| Day |  | Places/Persons | Work To Be Done |
| Monday | AM |  |  |
|  |  |  |
| PM |  |  |
|  |  |  |
| Tuesday | AM |  |  |
|  |  |  |
| PM |  |  |
|  |  |  |
| Wednesday | AM |  |  |
|  |  |  |
| PM |  |  |
|  |  |  |
| Thursday | AM |  |  |
|  |  |  |
| PM |  |  |
|  |  |  |
| Friday | AM |  |  |
|  |  |  |
| PM |  |  |
|  |  |  |

Note: Make three copies - One for principal/CT Administrator, one for local supervisor (if applicable), and one for personal files. For local use only.

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