(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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