**TEACHER/COORDINATOR RECORD OF TRAINING STATION VISITS**

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Attendance Accounting Handbook Section 5.7.5: “A teacher assigned to teach courses involving work-based learning experiences, both paid and unpaid, must visit each student training site at least six times each school year… Regardless of the length of the grading period, at least one visit must be conducted during each grading period to earn contact hours for that reporting period.”

Enter date and time you visited each student’s training station for each six week period on the chart below:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name | Training Station  Supervisor Name  Phone Number | Round Trip Mileage | 1st Six Weeks | 2nd Six Weeks | 3rd Six Weeks | 4th Six Weeks | 5th Six Weeks | 6th Six Weeks | Summer |
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