



# TOOLS

## Log of Apprenticeship Contacts

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>School:</b>	<b>Program:</b>
<b>Employer:</b>	<b>Work Site Mentor:</b>
<b>WBL Start Date:</b>	<b>WBL Ending Date:</b>

Purpose of Visit: Observation of student: \_\_\_\_\_ Visit with worksite mentor: \_\_\_\_\_ Evaluation: \_\_\_\_\_

Problem situation: \_\_\_\_\_ Other: \_\_\_\_\_

1. It is recommended that each site be visited at least one time before the student is placed to ensure the safety and proper training of the student.
2. Each student should be visited periodically at the work-site to check progress, attendance, appropriate work assignments, safety, etc. A minimum of one visit per nine weeks is recommended for all students.
3. Please document visitation below.

<b>Date of Visitation</b>	<b>Person Making Visit</b>	<b>Observation/Suggestion/Recommendations</b>