



TOOLS

Log of Youth/Pre-Apprenticeship Contacts

Student's Name:		Grade Level:
School:	Program:	
Employer:	Worksite Mentor:	
WBL Start Date:	WBL Ending Date:	

Purpose of Visit:

- Observation of student
- Evaluation
- Other: _____
- Visit with worksite mentor
- Problem situation

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

Date of Visitation	Person Making Visit	Observations/Suggestions/Recommendations