

**VISITATION ITINERARY
HOUSTON INDEPENDENT SCHOOL DISTRICT
CAREER AND TECHNICAL EDUCATION**

SCHOOL: _____ **PROGRAM:** _____ **TEACHER:** _____

INSTRUCTIONS: Please provide the information requested below for the appropriate six-week period. Typed data is preferred. However, if information is handwritten, be sure it is legible and neat. All requested information must be complete.

DATE	SITE/ADDRESS/ CONTACT PHONE #	STUDENT'S NAME	I.D.#	COMMENTS	EMPLOYER'S SIGNATURE

PRINCIPAL'S SIGNATURE _____ **TEACHER'S SIGNATURE** _____ **DATE** _____

NOTE: The mandate from Section V, Career and Technical Education, 2016-2017 Student Attendance Accounting Handbook states, "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. The teacher must be provided time within his or her schedule to visit the training sites. The training site visits must not be conducted during the teacher's planning and preparation period. Regardless of the length of a grading period, at least one training site visit must be conducted during each grading period to earn contact hours for that reporting period." Although some campuses may vary in scheduling, visitations must be done each six-week to complement the ADA PEIMS reporting cycle.