



Data Packet Cover Sheet, 2019-2020

Employee Name: _____

Today's Date: _____

Work Site	# of Contacts	# of Presentation Contacts

- ◆ *Use a separate cover sheet for each employee* (if submitting another CRCs data)
- ◆ *Use a separate cover sheet for each biweekly* (if submitting data from more than one biweekly)
- ◆ *Use a separate cover sheet for each school site* (if you work at more than one site)

Packet Dates: Please Check ONE biweekly period below

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Sept. 8-Sept. 21 | <input type="checkbox"/> Nov. 17-Nov. 30 | <input type="checkbox"/> Jan. 26-Feb 8 | <input type="checkbox"/> Apr. 5-Apr. 18 |
| <input type="checkbox"/> Sept. 22-Oct. 5 | <input type="checkbox"/> Dec. 1-Dec. 14 | <input type="checkbox"/> Feb. 9-Feb. 22 | <input type="checkbox"/> Apr. 19-May 2 |
| <input type="checkbox"/> Oct. 6-Oct.19 | <input type="checkbox"/> Dec. 15-Dec. 28 | <input type="checkbox"/> Feb. 23-Mar. 7 | <input type="checkbox"/> May 3-May 16 |
| <input type="checkbox"/> Oct.20-Nov. 2 | <input type="checkbox"/> Dec. 29-Jan. 11 | <input type="checkbox"/> Mar. 8-Mar. 21 | <input type="checkbox"/> May 17-May 30 |
| <input type="checkbox"/> Nov. 3-Nov. 16 | <input type="checkbox"/> Jan. 12-Jan. 25 | <input type="checkbox"/> Mar. 22-Apr. 4 | <input type="checkbox"/> May 31-June 13 |

Check one:

- Academic –Test Prep
- Advisement – College Readiness Coach I
- Advisement – College Readiness Coach II (Leads)
- Event: _____ Location: _____ Date: _____
- Presentations: _____
- Other: _____

Notes/Comments: