



MEMORANDUM

Career and Technology Education Department

TO: Teacher-Coordinator Addresses

FROM: Linda Anderson

DATE: July 21, 2010

SUBJECT: **Summer Plan Due**

Please complete the attached form for the additional days that are allocated to Work-Based Learning teachers.

If you prefer, you may provide information in a different format. Make sure your information is complete and approximate times of day for various activities are included.

Submit the completed form by Friday, August 20.