



Career and Technology Education

**TO:** CTE High School Extended Contract/Practicum Teachers

**FROM:** Jennifer Gotuaco, CTE Coordinator

**DATE:** July 26, 2023

**SUBJECT:** [REDACTED]

Training plans are due three weeks after school starts (September 7<sup>th</sup>) or three weeks after the student is enrolled in your program.

In order to comply with TFA compliance and audit requirements please send one complete

and correct copy of training plans to:

- Copy to Jennifer Gotuaco (one training plan for each student with copy of class rolls indicating the status of each student that is missing a training plan).
- Copy for teacher file.
- Copy to student.

• Copy to training station sponsor

Training plans of students that are incomplete as of September 7, 2023 should be sent as soon as possible.

Training plans should also be completed for students that enroll in your program during the second semester.