SCHEDULE FOR THIS WEEK \_\_\_/\_\_\_/\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday \_\_\_\_\_\_\_\_\_\_\_ | |  | Tuesday \_\_\_\_\_\_\_\_\_\_ | |
| Time | Tasks |  | Time | Tasks |
| 8:30 am | **Print New Roster 2125** | 7 |  | Phone calls follow-up with 45 and 90 days |
|  | Print updated 3015 | 8 |  | And Case notes –PIR |
| 9:00 am | Phone calls follow-up with 45 and 90 days | 9 |  |  |
|  | And Case notes –PIR | 10 |  |  |
|  | FPA follow-up with case notes | 11 |  |  |
|  |  | 12 |  |  |
|  |  | 1 |  |  |
|  |  | 2 |  |  |
|  |  | 3 |  |  |
|  |  | 4 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wednesday \_\_\_\_\_\_\_\_\_\_ | |  | Thursday\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Time | Tasks | 7 | Time | Tasks |
|  | **Check COS Spreadsheet Print** | 8 |  | **Call parents from COS changes** |
|  | **Call parents from COS changes** | 9 |  | FACE to FACE Contact New Students |
|  | FACE to FACE Contact New Students | 10 |  | Phone calls follow-up with 45 and 90 days |
|  | Phone calls follow-up with 45 and 90 days | 11 |  | And Case notes –PIR |
|  | And Case notes –PIR | 12 |  |  |
|  |  | 1 |  |  |
|  |  | 2 |  |  |
|  |  | 3 |  |  |
|  |  | 4 |  |  |
|  |  | 5 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Friday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Schedule /SITES | | |
| Time | Tasks |  |  |  |
|  | FACE to FACE Contact New Students |  |  | **MONDAY:** | |
|  | Phone calls follow-up with 45 and 90 days |  |  |  | |
|  | And Case notes –PIR |  |  | **TUESDAY:** | |
|  |  |  |  |  | |
|  |  |  |  | **WEDNESDAY:** | |
|  |  |  |  |  | |
|  |  |  |  | **THURSDAY:** | |
|  |  |  |  |  | |
|  |  |  |  | **FRIDAY :** | |