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 :** |