

**Los Angeles County Office of Education
Designated Subjects Adult Education and CTE Credential Program**

Supervisor Contact Log
(Minimum: One Form for Two Semesters)

Supervisor Information:

Name:

District/School/ROCP:

Candidate Information:

Last Name:

First Name:

Date	Type of Contact	Description (including any recommendations or assignments)
	<input type="checkbox"/> Observation <input type="checkbox"/> Scheduled Meeting <input type="checkbox"/> Impromptu Meeting <input type="checkbox"/> Email <input type="checkbox"/> Phone Dialog <input type="checkbox"/> Other (describe)	
	<input type="checkbox"/> Observation <input type="checkbox"/> Scheduled Meeting <input type="checkbox"/> Impromptu Meeting <input type="checkbox"/> Email <input type="checkbox"/> Phone Dialog <input type="checkbox"/> Other (describe)	
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	<input type="checkbox"/> Observation <input type="checkbox"/> Scheduled Meeting <input type="checkbox"/> Impromptu Meeting <input type="checkbox"/> Email <input type="checkbox"/> Phone Dialog <input type="checkbox"/> Other (describe)	

Instructions to Supervisor: Please provide a copy of the contact log at the end of the semester to the Designated Subjects CTE Credential Program Sponsor for the candidate's file. You may scan and email it to Matzek_Linda@lacoecoe.edu or mail to Linda Matzek, LACOE-CTE Credential Services, 9300 Imperial Highway, Downey, CA 90242-2890.