Advisor's Name _____

Student's Name _____

ADVISOR / STUDENT CONTACT SHEET

Each time you meet with your advisee, document the **date** of the meeting and the **amount of time** spent with the advisee. In order to get credit, both you and your advisee must initial beside the time(s) that you met. This data sheet will be documentation for CEU/comp time/petty leave. Completed time logs are to be turned into the Senior Project Coordinator or Lead Teacher with your comp time card so that it can be initialed.

DATE	TOTAL TIME	ACTIVITY	STUDENT INITIALS	TEACHER INITIALS