

Sample Phone Log

School _____
 ISD contact _____
 Phone # _____
 E-mail _____

**See appendices for
 sample agendas,
 assessment forms, etc.**

Date:	Time:	Purpose/outcome
		Date of visit = Goals = <div style="text-align: right;">verify by email</div>
		Content/duration = <div style="text-align: right;">verify by email</div>
		Outcomes = <div style="text-align: right;">verify by email</div>
2 weeks before PD		Agenda/duration = <div style="text-align: center;"><i>Send to ISD contact & Aggie-STEM office</i></div> <div style="text-align: right;">verify by email</div>
		Participants/presenters = <div style="text-align: right;">verify by email</div>
		<input type="checkbox"/> Verify logistics Arrival/departure of Aggie-STEM; start/end of PD activities
		Recap visit <div style="text-align: right;">verify by email</div>
		Next visit = Goals = <div style="text-align: right;">verify by email</div>