



Career and Technology Education

TO: CTE High School Extended Contract/Practicum Teachers

FROM: Jennifer Gotuaco, CTE Coordinator

DATE: July 26, 2023

SUBJECT: [REDACTED]

Training plans are due three weeks after school starts (September 7th) or three weeks after the student is enrolled in your program.

In order to comply with TFA compliance and audit requirements please send one complete

and correct copy of training plans to:

- Copy to Jennifer Gotuaco (one training plan for each student with copy of class rolls indicating the status of each student that is missing a training plan).
- Copy for teacher file.
- Copy to student.

• Copy to training station sponsor

Training plans of students that are incomplete as of September 7, 2023 should be sent as

soon as possible.

Training plans should also be completed for students that enroll in your program during the second semester.