For next week’s practicum, please supply the following information. Attach additional sheets as necessary.

1. Your schedule for the following week (Wednesday through Tuesday).

2. A written description along with a map of how one gets from Kutztown to your school.

3. A map of the area immediately surrounding the school including an indication of where a visitor (i.e., your supervisor) is to park and which entrance to use.

4. A floor plan of your school, with your classroom and the school’s office clearly marked.

5. The special schedule(s) for snow delays (1-hour & 2-hours, if applicable).

6. The principal’s name: _________________________________.

7. Must all visitors report to the office? _________________________________.

8. Must a visitor (i.e., your supervisor again) follow any special procedures (sign a log book, get a visitor’s pass, etc.)? _________________________________.

If “yes,” describe the procedure(s) below.