# PRE-PLANNER WORKSHEET
# SCHOOL YEAR 20____ - 20____

**CLASS TITLE:**

**CLASS CODE:**

**TEACHER NAME:**

I. To be used in scheduling dates and times of each instructional unit.
   A. Refer to your course outline and the number of hours estimated or assigned for each instructional unit and schedule accordingly.
   B. Submit the completed form to your assigned Career Technician prior to September 15th of every school year.

II. In planning curriculum and classroom activities, refer to your schedule.
   A. Be sure to notify your assigned Coordinator if you change the schedule during the school year as s/he may be planning to visit your classroom on that date.
   B. If, on a given classroom day, a coordinator should visit your class session, they will know what the general area of instruction will be.

| UNIT OF INSTRUCTION | NO. OF HOURS | DATES OF INSTRUCTION |
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CAE Coordinator's Signature _____ Date: _____

WHITE: CAE Central Office CANARY: Instructor