

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

SUBJECT: Training Plan/Visitation Itinerary Verification

Your training plans or visitations are being returned/not approved for the following reasons:

- \_\_\_\_\_ Texas Essential Knowledge & Skills (TEKS) are incomplete.
- \_\_\_\_\_ TEKS do not match Occupational Objective.
- \_\_\_\_\_ Occupational Objective, WBL and PEIMS code are missing. Please correct and resubmit.
- \_\_\_\_\_ Inappropriate training stations for WBL training area.
- \_\_\_\_\_ Missing extra copies.
- \_\_\_\_\_ Missing salary amount and/or hours worked.
- \_\_\_\_\_ TEA Service Code number is incorrect.
- \_\_\_\_\_ Work-Based Learning (WBL) is incorrect.
- \_\_\_\_\_ Missing: \_\_\_\_\_ signatures; \_\_\_\_\_ ID#; \_\_\_\_\_ SSN; \_\_\_\_\_ dates; \_\_\_\_\_ date employed
- \_\_\_\_\_ Date of employment is not clear with signatures, dates, etc.
- \_\_\_\_\_ Missing original signature on visitation.
- \_\_\_\_\_ Missing dates of visitations. Dates should be within the six-week period.
- \_\_\_\_\_ Comments and contact person signature are missing from visitation itinerary.
- \_\_\_\_\_ Missing training sponsor (company's) name/address and telephone.
- \_\_\_\_\_ Missing cover page by period. Please submit by period.
- \_\_\_\_\_ Student has different name on cover sheet. Please give correct name.
- \_\_\_\_\_ Missing student ID numbers.
- \_\_\_\_\_ Other: You are out of compliance with Federal & State Compliance. Career Preparation courses are year-long (36 weeks). Please refer to HISD Secondary School Guidelines. A coherent sequence of courses must be followed. Please check with counselor to find out if this student was in a previous career preparation class.

Please respond within five days so that contact hour credit will not be interrupted. If you have any questions, please call your supervisor.

Thank you for your cooperation.