



## Dual Enrollment Classroom Facilitator Contact Log

Semester: E.g.: FA17  
Course: E.g.: BIOL1001  
Section: if known  
Instructor: First and Last names  
Classroom Facilitator: First and Last names

Instructors utilizing classroom facilitators to assist in course delivery are required to document significant communications. Please list dates, times, methods, and notes on communications. This document and accompanying documentation (such as emails) are to be attached to the Dual Enrollment Post-Semester Report and sent to the appropriate Dean and the Director of Continuing Education within two weeks of the completion of the semester.

1. Date: Click or tap here to enter text.  
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10. **Date:** Click or tap here to enter text.  
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Instructor

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Date