**Example of Coach EXCEL Log**

**Program/Classroom Name:**

**Coach:**

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|  |  |  |  |  | Contact Type: (mark “X” in correct column, for ‘other’ please explain) | | | | | | Activity Type: (mark “X” in correct column, for ‘other’ please explain) | | | | | | | | |
| Date | Persons involved | Prep time  (minutes) | Travel Time  (Minutes) | Contact Time  (minutes) | Face-to Face | Email or  Mail | Phone | Web-Based | Other | Meeting | Reflective Discussion | Coaching | Training | Resources Sharing | TPOT  Admin | Guided  Observ | Part. In Daily Routines | Observation | Other |
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| Focus of Contact/Summary of Activities | Next Steps/Decisions Reached | Date of Next Contact |
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