



Division of Educational Services
Career Technical Education

Affiliation Agreement Priority Check Off Sheet

Important Dates:

- _____ Date that contract was received in CTE Department
- _____ Date Coordinator Principal reviews contract
- _____ Date Shellie Gayler receives contract
- _____ Date Tracey Vackar reviews
- _____ Date CTE Director reviews and signs off
- _____ Date Affiliation was put into YSS System (Number is issued)
- _____ Date Instructor was E-Mailed confirming Affiliation Agreement was executed
- _____ Date pdf Contract sent to Affiliate (via E-Mail) along with a cover letter

NOTE: Just a reminder, if this is a CCP (CC Public Affiliation), or a CVEP (CVE Public Affiliation), please use the appropriate Affiliation Check Sheet.



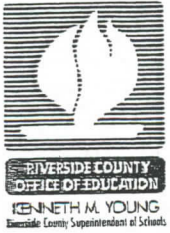
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CC CVE CCH CCN

Please include this coversheet with each contract submitted.

Instructor Name _____

Service Area-C/P _____

Affiliate Site Name _____

Affiliation Supervisor Name _____

Affiliate E-Mail _____

___ This contract is a new Affiliation Agreement

___ This contract is replacing a prior Affiliation Agreement

Please forward all of your signed Affiliation Agreements to your Coordinator/Principal.

If you have questions about your Affiliation Agreement, please contact Shellie Gayler at (951) 826-6736 sgayler@rcoe.us or Tracey Vackar at (951) 826-6796 tvackar@rcoe.us.