

MONTGOMERY COLLEGE - AELG PROGRAM MC AND LEF TRACKING FORM Site:

	Class Inf	ormation		CHECK IN MC's and LEF's are delivered to the office						CHECK OUT LEF's are delivered back to the site					END OF SESSION Completed LEF's are delivered to the office				
Class Code	Course	Title	Last Name	MC's	LEF's	T'i	M'i	O'i	Date Receive d by office		T'i	O'i	M'i	Date Receive d by Teacher	LEF's	T'i	M'i	O'i	Date Receive d by office
	Total #	forms:	I																

M'i: Site Mentor initials Check in: Forms are sent to the office by the site staff. O'i: Office Staff initials Check out: Forms are sent to sites for completion.

T'i: Forms are delivered back to the office to be processed. Teacher initials End of session:

Site Mentors will be responsible for collecting and tracking the number of MC's and LEF's. As always, they will be the point of contact between the office and the Faculty at their site. Mentors will coordinate (in compliance with the office guidelines) the collection and delivery of the forms from and to their site at the beginning and the end of each session. This form needs to be submitted together with the end of session paperwork.