

# Follow-up Closing Checklist

**IMPORTANT!**

Send this information to the Center within 5 days of the last day of the follow-up class.

- Math Their Way (K-2)
- Math a Way of Thinking (3-6)

  

Follow-up Site: \_\_\_\_\_  
Follow-up Code # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Leader(s): \_\_\_\_\_

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## As Soon as Possible after the Last Day of the Follow-up class...

Please check that each item is included. Write a short note explaining why something is missing.

- 1. Follow-up Closing Checklist
  - 2. Attendance Roster
  - 3. Registration Forms (white copies)
  - 4. Expense Reimbursement Form (reflecting information for both leaders)
- Total number of participants  
(Must have minimum of 10 PAID participants.)

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## Special Notes for the Center

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## Mailing Address

Attn: Follow-up  
Center for Innovation in Education  
PO Box 2070  
Saratoga, CA 95070-0070

Phone: (800) 395-6088  
Fax: (408) 725-8146  
Email: info@center.edu  
Website: www.center.edu

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