# 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)

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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

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Fax:  (408) 725-8146  
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