**Appendix E: Weekly Direct/Indirect Supervision Log**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week \_\_\_\_\_\_\_\_\_\_\_\_\_  Dates | Monday  Initials \_\_\_\_\_\_\_\_\_ | | Tuesday  Initials \_\_\_\_\_\_\_\_\_ | | Wednesday  Initials \_\_\_\_\_\_\_\_\_ | | Thursday  Initials \_\_\_\_\_\_\_\_\_ | | Friday  Initials \_\_\_\_\_\_\_\_\_ | |
| Time | Direct | Indirect | Direct | Indirect | Direct | Indirect | Direct | Indirect | Direct | Indirect |
| 7:00-7:30 am |  |  |  |  |  |  |  |  |  |  |
| 7:30-8:00 am |  |  |  |  |  |  |  |  |  |  |
| 8:00-8:30 am |  |  |  |  |  |  |  |  |  |  |
| 8:30-9:00 am |  |  |  |  |  |  |  |  |  |  |
| 9:00-9:30 am |  |  |  |  |  |  |  |  |  |  |
| 9:30-10:00 am |  |  |  |  |  |  |  |  |  |  |
| 10:00-10:30 am |  |  |  |  |  |  |  |  |  |  |
| 10:30-11:00 am |  |  |  |  |  |  |  |  |  |  |
| 11:00-11:30 am |  |  |  |  |  |  |  |  |  |  |
| 11:30-12:00 |  |  |  |  |  |  |  |  |  |  |
| 12:00-12:30 pm |  |  |  |  |  |  |  |  |  |  |
| 12:30-1:00 pm |  |  |  |  |  |  |  |  |  |  |
| 1:00-1:30 pm |  |  |  |  |  |  |  |  |  |  |
| 1:30-2:00 pm |  |  |  |  |  |  |  |  |  |  |
| 2:00-2:30 pm |  |  |  |  |  |  |  |  |  |  |
| 2:30-3:00 pm |  |  |  |  |  |  |  |  |  |  |
| 3:00-3:30 pm |  |  |  |  |  |  |  |  |  |  |
| 3:30-4:00 pm |  |  |  |  |  |  |  |  |  |  |
| Daily Sub Totals |  |  |  |  |  |  |  |  |  |  |
| A=  SLPA’s Direct Service Hours | B=  Total Hours Direct Supervision | | C=% of Direct Supervision  (B divided by A=) \_\_\_\_\_\_\_\_\_\_\_% | | | D=  Total Hours of  Indirect Supervision | | E=% of Indirect Supervision  (D divided by total hours in work week) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% | | |