

[illegible]

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22 pages: three sections and a worked example. Nothing here decides your caseload, your service minutes or your route between buildings — every one of those is a blank you fill in.

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PAGE TAGS, AT A GLANCE

Setup

Typed once, at the start of the year or a site change

Reporting

Trips, miles and visits, once a month

Roster

The whole multi-site caseload on one page

Notes

A short, ready-to-send communication

Schedule

The weekly time-block grid across every site

Reference

A quick-reference view for a different audience

Log

The site-to-site mileage log

Example

An invented provider's week, every number checked

Every interior page carries one of these tags — or Checklist, Coverage, or Team, the same idea applied to a checklist, a coverage note, or a signed agreement — in its running header.

☆ START HERE

Start Here — Three Steps

Ninety seconds of reading. Type the setup pages once; the weekly grid and the mileage log are faster typed once a week, or penciled between sites.



1

Set up once

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Type the provider info page (page 7), the sites page (page 8), and the caseload roster (page 9) once at the start of the year, or whenever a site or a caseload changes.



2

Plan the week and log the driving

Fill the weekly schedule grid (page 11) first, then log each site-to-site trip on the mileage log (page 12) as you drive it, or once a week from memory and a mapped-miles figure.



3

Roll up, communicate, hand off

Copy the week's trips and miles onto the monthly summary (page 14) once a month, and send the schedule note (page 15) to a building whenever your route there changes.

Keep a printed front-office schedule card (page 16) current at every building, and use the coverage note (page 18) whenever a scheduled visit does not happen.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

Not a Google Sheets file, a Google Doc, or an Excel workbook. It does not calculate a trip's mileage from two odometer readings, does not total a column, and does not state a reimbursement amount — your district's own rate and process decide that. You can type in it and print it; you cannot drag a block to a new time or sync it to mapping software.

NOT THE PARAPROFESSIONAL SCHEDULE AND ZONE PLAN

A different product covers a single building's room-level para assignments. This file is one provider's own weekly route across several buildings, plus the driving between them.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them.

Open it in Acrobat Reader and use Save As.

My week does not fit the grid. Use the mileage log's notes column (page 12) to point at a fuller note elsewhere in your own records.

Anything else — the Ask a Question tab on the product page. Every question is read, and a fix to the file is a free update.

02

Plan the Week and Log the Driving

The week across every building, and the driving it takes to cover it: a schedule grid and a site-to-site mileage log, filled in side by side.

IN THIS SECTION

Weekly Multi-Site Schedule Grid	11
Site-to-Site Mileage Log	12



SCHEDULE

Weekly Multi-Site Schedule Grid

Time down, days across. A site code, a room, and a session type in every cell that is not free. A move between sites gets its own row.

PROVIDER	DISCIPLINE	WEEK OF	SCHOOL YEAR
SITE CODE A	SITE CODE B	SITE CODE C	SITE CODE D

TIME BLOCK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

WHAT GOES IN A CELL

Site code, room, student or group initials, and a session type (I individual, G group, C consult, T travel). “A · Rm 6 · J.T. · I” is a whole entry.

A MOVE BETWEEN SITES IS A ROW

A trip between buildings gets its own block with a time, using the mapped miles and buffer from the sites page, or it will be scheduled over.

LOG THE TRIP ONCE IT HAPPENS

Every travel row on this grid becomes one row on the mileage log (page 12).

LOG

Site-to-Site Mileage Log

One row per site-to-site trip. Use odometer readings or a mapped-miles figure, whichever your district requires; this page does not do the subtraction or the adding for you.

PROVIDER

WEEK OR MONTH

SCHOOL YEAR

VEHICLE

DATE	FROM SITE	TO SITE	ODOMETER START	ODOMETER END	MILES THIS TRIP	PURPOSE / NOTES
Total miles this period — add the “Miles this trip” column by hand and write the sum in the last box →						

**ODOMETER OR MAPPED MILES,
WHICHEVER YOUR DISTRICT
REQUIRES**

Read the odometer at each end of a trip and subtract by hand, or skip the two odometer columns and write a mapped-miles figure straight into “Miles this trip.” Either way, this page does not do the subtraction or the adding for you.

NO REIMBURSEMENT FIGURE
ON THIS PAGE

This log tracks trips and miles only. It does not calculate a reimbursement amount; your district's own mileage rate and submission process decide that, using the totals row above as the starting number.

SITE-TO-SITE ONLY

A trip is between two sites on your own sites page (page 8). A regular commute from home to your first site of the day is not a site-to-site trip unless your district counts it as one; write your district's own rule on that below.

REPORTING

Monthly Mileage and Visits Summary

Once a month: visits by site, and trips and miles by week, copied over from the pages before it and totaled by hand.

PROVIDER	MONTH	SCHOOL YEAR	DATE COMPLETED

VISITS BY SITE

SITE	VISITS THIS MONTH
Total visits, all sites	

TRIPS AND MILES BY WEEK

WEEK	TRIPS LOGGED	MILES LOGGED	RUNNING TOTAL, THIS MONTH
Totals			

WHAT THIS SUMMARY IS FOR

A count of visits and driving to hand to an administrator on request, and a running total for whatever mileage form your district uses. It does not decide whether a route is efficient; that judgment is yours and your team's.

IF A NUMBER LOOKS OFF

Recheck it against the mileage log and weekly schedule for the period before this summary goes anywhere. A missed visit belongs on this page whether or not it was made up.

ROLLED FORWARD TO NEXT MONTH

COMPLETED BY **DATE SHARED**

EXAMPLE

An Itinerant Week, Filled In

SAMPLE · INVENTED STUDENT

Ms. Alvarez is an invented itinerant DHH teacher covering three invented sites. Every number on this page can be re-added from the rows above it.

WEEKLY SCHEDULE (PAGE 11) — MS. ALVAREZ, INVENTED ITINERANT DHH TEACHER, THREE INVENTED SITES

21 sessions total across Fernwood Elementary, Crestline Middle School and Oak Hollow Elementary; three days include a trip between two sites.

DAY	SITE(S)	ARRIVAL	DEPARTURE	SESSIONS
Monday	Fernwood Elementary → Crestline Middle School	8:00	3:00	5
Tuesday	Crestline Middle School → Oak Hollow Elementary	8:15	3:15	5
Wednesday	Oak Hollow Elementary → Fernwood Elementary	8:00	3:00	5
Thursday	Fernwood Elementary	8:00	2:45	4
Friday	Crestline Middle School	8:00	12:15	2
Sessions this week (sum of the column)				21

MILEAGE LOG AND MONTHLY SUMMARY (PAGES 12 AND 14)

DATE	FROM SITE	TO SITE	MILES
Mon 9/8	Fernwood Elementary	Crestline Middle School	6.2
Tue 9/9	Crestline Middle School	Oak Hollow Elementary	8.5
Wed 9/10	Oak Hollow Elementary	Fernwood Elementary	11.0
Total miles this week (added by hand)			25.7

Same pattern × 4 weeks: 3 trips × 4 = 12; 25.7 mi × 4 = 102.8 mi. No reimbursement figure is calculated anywhere.

CASELOAD ROSTER EXCERPT (PAGE 9) — ALL NINE INVENTED STUDENTS, THREE PER SITE

Three students at each of the three sites.

STUDENT	SITE	MIN/WK	DAY / TIME
A.M.	Fernwood Elementary	60	Mon & Wed, 9:00
B.K.	Fernwood Elementary	30	Thu, 10:00
C.R.	Fernwood Elementary	45	Mon, 10:00
D.S.	Crestline Middle School	60	Mon & Fri, 1:00 / 9:00
E.T.	Crestline Middle School	30	Tue, 9:00
F.J.	Crestline Middle School	45	Tue, 9:45
G.L.	Oak Hollow Elementary	60	Tue & Wed, 1:00
H.N.	Oak Hollow Elementary	30	Wed, 2:00
I.P.	Oak Hollow Elementary	45	Tue, 2:00
Total weekly minutes, all sites (9 students)		405	

HOW EVERY NUMBER ON THIS PAGE CHECKS

Week: 5 + 5 + 5 + 4 + 2 = 21. Trip miles: 6.2 + 8.5 + 11.0 = 25.7. Visits by site: 3 (Fernwood Elementary) + 3 (Crestline Middle School) + 2 (Oak Hollow Elementary) = 8/week, Fernwood Elementary 12, Crestline Middle School 12, Oak Hollow Elementary 8 = 32/month. Roster: 60 + 30 + 45 + 60 + 30 + 45 + 60 + 30 + 45 = 405 min. Ms. Alvarez, the sites and all nine students are invented; no real student information appears in this file.