



**ADULT, CAREER AND TECHNICAL EDUCATION
DEPARTMENT CHAIR MONTHLY REPORT**

To help the Adult, Career and Technical department more fully stay informed about the achievements of each school's CTE department we are requesting that each school submit a monthly report to the ACT Department. To help foster this activity, it is the expectation of the ACT Department that each teacher provides his or her department chair a monthly summary of events happening in their classroom or identify student achievements. The monthly report from each school is due on the first Monday of every month. The department chair may choose to either send what teachers have submitted individually or compile the information and submit it as a school.

Noteworthy Accomplishments this month:

CTSO Status Report:

Departmental (ACT) Recruitment Efforts completed this month:

What specifically can be accomplished to make the Adult, Career and Technical Program more successful at our school?

What needs does your school have of the ACT Department?

(Dept. Chair)

(Date)