

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

It is the responsibility of the Adult, Career and Technical department chair to submit a monthly report to the ACT Department providing useful information of individual school happenings and accomplishments. To help foster this activity, it is the expectation of the ACT Department that each teacher provide his or her department chair a monthly summary of events happening in the classroom. The monthly report from each school is due on the first Monday of every month.

Department Chair _____ School _____
(Name)

Submission for the month of _____

Date of last school-based department meeting _____

List of teachers attending:

_____	_____
_____	_____
_____	_____
_____	_____

Noteworthy Accomplishments this month:

CTSO Status Report:

DECA _____

FBLA-PBL _____

SkillsUSA _____

HOSA _____

BPA/CECF _____

FCCLA _____

