

Policy Committee Report

(Hot Sheet)

CF/P-15 Revised 11/03

(optional)

This form helps the parent SHSPC representative plan his/her report.:

1. The teacher meets with the delegate's SHSPC representative(s) prior to the SHSPC meeting. They discuss each category and the parent writes in brief statements as applicable (e.g., "Guest Speakers: John Doe, Agricultural Extension Service, family finance training program"; "Field Trips: Asian Marketplace stores, 2/10"). Together they identify specific concerns or questions that should be raised at the SHSPC meeting.
2. The parent representative takes the form to the SHSPC meeting. The report is either read at the meeting or handed in and its contents included in SHSPC minutes. (**Note:** Concerns and questions are not written in the minutes unless the item was actually discussed by the SHSPC.)
3. "Date, time, place" refer to the date, time and location of the SHSPC meeting.
4. The center may wish to keep a copy of the report for future reference.