

CHECKLIST to Turn In the Monthly PE Work

The Cover Sheet

- You used the correct cover sheet.
- You filled out the top of the PE cover sheet.
- A parent or coach or other adult signed the cover sheet to verify the activities listed in the log. If there's no adult signature, then the PE log does not count.

The Log

- The log is filled out with (1) activity and (2) amount of time for the day an activity was done.
- Each week has at least 200 minutes per week shown. This means you needed to plan your activities at the beginning of the month or at least each week.

The Reflection Essay

- You wrote about how the PE activities went: what was good, or bad, what you would change, getting hurt or improving or realizing the need to get better at an activity...whatever makes sense about the things you're doing.
- You wrote 150 to 200 or more words. The minimum is only a C grade...many teachers will not give an A for this part unless it's more than 200 words.
- You typed it.

The Content Work

- You are certain that you did the correct assignment for this month (find the link to the monthly assignment on your supervising teacher's webpage or from the school's main page: drop-down menu under Academics).
- You completed all parts of each question.
- You did the work carefully and thoughtfully.
- You typed it, if it was a written assignment. If it is a worksheet, handwriting is acceptable but the handwriting must be neat and readable.

The Audit Sample

- You made a second printout of the reflection essay or the content work.
- You are keeping the audit sample separate from the stapled packet of work.
- If you decided to copy a worksheet for the audit sample, you put the copy in the stapled packet and kept the original paper for the audit sample to give to the supervising teacher.

The Packet

- You put things in order, with the cover sheet on top: (1) Cover Sheet, (2) Log, (3) Reflection Essay, (4) Content Work.
- You stapled the packet in the top left corner.