SAE CHECK-IN

Fill this out before every check-in with your teacher. Honest answers help us help you.

Name _____ **Date** _____

My SAE project _____ **Check-in #** _____

Since my last check-in…	Yes	No
My record book is up to date	☐	☐
I logged all my hours	☐	☐
I logged my income and expenses	☐	☐
I took at least one photo of my project	☐	☐
I am on track with my goal	☐	☐

Hours since last check-in _____ **Total hours so far** _____

Money in _____ **Money out** _____

What went well

What's been hard *(or where I'm stuck)*

My goal before the next check-in

Teacher initials _____ **Next check-in date** _____

SAE CHECK-IN CLASS TRACKER

One row per student. A quick scan shows who needs a conversation before break.

Class / period _____ **Check-in window** _____

Student	SAE project	Records	Hours	Next step	Done
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Records: check if the record book is current. Done: check after you've met with the student.