SCHOOL SERVICE MINUTES REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Define one service and review period per row.

STEP 2 Enter minutes from the source plan and minutes documented in available logs.

STEP 3 Record missing logs or questions without assuming what happened.

STEP 4 Which fact or document still needs checking?

SCHOOL SERVICE MINUTES REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	SERVICE OR REVIEW PERIOD	PERSON RESPONSIBLE	REFERENCE MINUTES	DOCUMENTED MINUTES	PLAN SOURCE, LOG REFERENCE AND QUESTION

Outstanding question or record to confirm

SCHOOL SERVICE MINUTES REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Define one service and review period per row.

Concrete next action	Owner / due

ACTION 2 Enter minutes from the source plan and minutes documented in available logs.

Concrete next action	Owner / due

ACTION 3 Record missing logs or questions without assuming what happened.

Concrete next action	Owner / due

IMPORTANT CONTEXT

A difference in available records is not a finding of missed service or noncompliance. This desk does not interpret a plan or provide legal advice.

- [ ] Source checked
- [ ] Next action assigned