

September 7, 2018

To: Platt Faculty, Staff & Administration

From: Heather Cassidy, PLE Coordinator

Subject: PLE Guidelines and Reminders

1. PLE applications and checklists may be found on the Platt homepage (**platths.com**) under the '**Information**' tab. Digital (typed) PLE applications are required for final PLE submission. Rough draft PLE applications may be handwritten.
2. Traditional academic PLEs:
  - a. Students should already have a concept for a PLE and have approached a cooperating teacher before initiating PLE paperwork.
  - b. The PLE coordinator will assist students who are having difficulty finding a cooperating teacher in the PLE subject area, but the PLE coordinator should not be the first stop.
  - c. I recommend that the PLE application is reviewed by the PLE coordinator prior to obtaining signatures. Digital applications can be shared through Google Drive.
3. Sports/Athletic PLEs will now be tracked using FamilyID. Students do not need to fill out a separate PLE application, **unless** the student
  - a. Is asking for credit from previous participation in a school sport.
  - b. Is doing an athletic program outside of school.
4. Naming convention for PLE applications:
  - a. PLE\_[PLE title]\_[Student last name] (Sponsor)
  - b. Examples:
    - i. PLE\_Climatology\_Gomez (Baron)
    - ii. PLE\_Entrepreneurship\_Doe(Royce)