

**FACTS Collaboration Form**

Define collaboration with your cooperating partner(s). What does it mean to your team?

Purpose of collaboration (coteach, update student progress, lesson plan alignment, modification, etc.):

Schedule meeting time(s):

Meeting area:

Materials (unit plans, lesson plans, student work, conference notes, etc.):

Form of communication (email, meetings, phone calls, etc.):

Instructional responsibility:

Protocol for Meetings:

Signatures of team members:

Content Area	Teacher	Date

Please make a copy for each member of the team.