CHECK-IN FORM

**Session Date:** **Facilitator:**

## **PLC Meeting Norms** (suggested)

1. Start and end on time.
2. Arrive with the PLC Check-In form completed.
3. Be present and focused on student learning issues with implementation and instruction.
4. Rotate leadership roles (facilitator, note-taker, timekeeper).

# Adaptations

*Check all that apply for this week's lesson:*

* Completed as designed – No modifications needed
* Completed with minor **timing** adjustments (shortened/extended activities)
* Completed with **content** modifications (simplified/enhanced difficulty)
* Completed with **technology** substitutions (paper instead of digital, etc.)
* Partially completed – some activities skipped
* Not completed – lesson postponed/canceled

Note details (most / least effective modification):

# Resources

* Used all resources as indicated (student handouts, PPT presentations, etc.)
* Did not use all resources.

Note details:

## **Student Engagement**

* High engagement with lesson
* Moderate engagement
* Low engagement

What did you observe? What were the high points? What issues should be addressed?