

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?

