

PLC CHECK-IN LEADER'S GUIDE

Session Date:

Facilitator:

BEFORE

Objective: Review implementation fidelity and TREK data (if applicable) to identify inconsistencies or areas needing support. Note any inconsistencies or questions to bring up during the session. Be ready to address inconsistencies individually or as a group.

Tasks:

- Review submitted implementation plans
 - Are all plans submitted? Are dates of activities aligned with the schedule?
- Check TREK attendance data (if applicable). Check all that apply for this week's data:
 - Attendance was not submitted for planned activity dates.
 - Activities were conducted on different dates than planned.
 - Attendance appears to be incomplete. Attendance figures don't align with typical class sizes.
 - Missing reflection in TREK
 - Other: _____

DURING

Objective: Reflect on implementation, identify barriers, and align instructional strategies.

Use the following prompts to guide your discussion and documentation:

- What went well during implementation last week?
- What challenges or barriers did you encounter?
- How did students respond to the content and format?
- What support or resources do you need moving forward?
- Are there any alignment issues between the intervention design and school needs?

AFTER

Objective: Document action steps, follow-up needs, support requests, and communicate those to partners.

Task:

- Document key takeaways: Summarize the main insights from the discussion.
- Identify action steps: What will you do next week to improve implementation?
- Submit support requests: What help do you need from K20 staff or colleagues?
- Plan for follow-up: What should be revisited in the next PLC check-in?

