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| **Date: SAMPLE PLC Notes/Agenda Template** | |
| **Strategic Plan Alignment:** What goal (s) within the school improvement plan was the focus of your collaborative time? |  |
| **Members present:** |  |
| **Data to be used:** | □ Common Formative Assessment, □ IRLA,  □ Common Summative Assessments, □ Other.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ PBIS/ Restorative Practice Data |
| **PLC Question 1:** *What do we want students to know and be able to do?* |  |
| **PLC Question 2:**  *Question 2: How are we going to know when they have learned it?* |  |
| **PLC Questions 3 and 4:**  *Questions 3 What do we do if they have already learned it?*  *Question 4: What do we do if they have not?* |  |
| **Which signature strategies were the focus of your collaboration?** |  |
| **How will you know your plan is working? (student evidence)** |  |
| **Goals for next meeting** |  |

Must be submitted for PLC work done on Early Release Days.