

PLC Meeting Checklist

Teacher(s): _____ Grade/Content: _____
Date: _____

Task	Completed by Teacher	Admin Verification (✓/Redo)
Agenda prepared & shared with team	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Lesson plans aligned to curriculum standards	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Student data (formative/summative) brought to PLC	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Common assessments prepared/reviewed	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Evidence of student work samples	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Instructional strategies identified/discussed	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Intervention & enrichment plans updated	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Reflection on previous action steps completed	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo
Notes/minutes documented for PLC	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> Redo

Administrator Feedback

Strengths observed: _____

Areas for improvement / follow-up: _____

Next Steps: _____