

PLC Meeting Checklist

Teacher(s): _____ Grade/Content: _____

Date: _____

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

Administrator Feedback

Strengths observed: _____

Areas for improvement / follow-up: _____

Next Steps: _____
