

## Professional Learning Community Log

Members' Signatures \_\_\_\_\_

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What was the primary area of focus for this meeting?

Which segment of the PLC Process were you working in today? Circle one and **describe** what your PLC produced in today's meeting. List what **evidence** of this work is included in your PLC binder.

Identifying learning targets and assessment target for next unit or quarter (Deep Planning)	Designing common formative or summative assessments	Collaboratively analyzing student work from formative or summative assessments	Planning small group interventions or modified whole class instruction

What is the plan for your next meeting? *Make sure to communicate what needs to be done before the next meeting to maximize your PLC time.*

**Before next meeting:**

- Extend learning by \_\_\_\_\_  
(Ex: reading an article or excerpt from book, exploring websites, peer observation, research, etc.)
- Collect assessment data from \_\_\_\_\_
- Collect samples of student work \_\_\_\_\_
- Other: \_\_\_\_\_

*Facilitators: Place the original log in your PLC binder*