

Four Critical Questions of a Data Team/PLC

1. What do we want each student to learn?
2. How will we know if each student is learning it?
3. How will we respond when a student is experiencing difficulty with learning it?
4. How will we respond if the student already knows it?

Data Team/PLC Observation Form

Name: _____ **Date:** _____ **Time:** _____

Which data team(s)/PLC(s) did you visit? **Building** _____ **Grade/Content** _____

What artifacts or ongoing activities did you observe?	
<div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 auto; width: 10px;"></div> Structure	<input type="checkbox"/> Agenda/Minutes form <input type="checkbox"/> Norms reviewed <input type="checkbox"/> Roles assigned <input type="checkbox"/> Meeting reflection <input type="checkbox"/> Set agenda for next meeting <input type="checkbox"/> Monthly planning tool
<div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 auto; width: 10px;"></div> Instructional	<input type="checkbox"/> Standards/Power Standards <input type="checkbox"/> Learning targets <input type="checkbox"/> Review/update common pacing guide/yearly maps <input type="checkbox"/> Develop/review SMART goals <input type="checkbox"/> Plan and apply interventions and enrichment <input type="checkbox"/> Identify/discuss Instructional strategies (active engagement) <input type="checkbox"/> Identify/select/discuss differentiated instructional resources
<div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin: 0 auto; width: 10px;"></div> Data	<input type="checkbox"/> Develop or revise common formative assessment (pre, formative, post) <input type="checkbox"/> Establish results indicators <input type="checkbox"/> Calibrate scoring of assessments <input type="checkbox"/> Analyze common assessments, data, or student work

Successes from today

Needs

-Share with team and principal then post in team's completed forms folder.