

TUCSON UNIFIED SCHOOL DISTRICT  
Your School

Your  
logo

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## SIG Funded PLC Preauthorization Form

Please electronically complete this form at least 24 hours prior to conducting any work with your PLC. The form is to be submitted to XXXXXX via email. **The subject of the email should be titled: PLC Preauthorization.** If there are any issues with the authorization, you will be contacted within 24 hrs. Please only one submission per PLC.

**1. List the names of the people you will collaborate with:**

**2. What is the purpose of your work?**

**3. How will this project benefit your students?**

**4. How does this project benefit our school turnaround process?**

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## SIG Funded PLC Log

Please electronically complete this form following the completion of your PLC work. This form, the sign-in sheet and the SIG Funded PLC Preauthorization Form needs to be submitted to xxxxx. **The subject of the email should be titled: PLC Work Completed.** Scanning attachments is acceptable for submission but not necessary. Attachments can be delivered to, or placed in the mail box of xxxxxx. Please only one submission per PLC.

**1. What was the focus of this collaborative session?**

**2. What were you able to accomplish?**

**3. What are your next steps?**

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**PLC Collaboration Sign-in Sheet**

**\*Please fill in the dates in the bottom paragraph**

<b>Date:</b>	<b>Teachers:</b>	<b>Time-In:</b>	<b>Time-Out</b>

**Tucson Unified School District**  
**FEDERAL FUNDING COMPLIANCE**

TIME AND EFFORT CERTIFICATION OMB Circular A-87 requires employees who are compensated by federal grant dollars and work solely on a single cost objective to submit at least semi-annual certifications that the employee worked solely on that program. This documentation will be kept on file at the District Office. The following employees certify that 100% of their work time at the specified time on this sign in sheet on        - to        was spent on SIG training, duties, and responsibilities.