

APPENDIX II – 29

**PLC Observation Form**



<b>School/Team:</b>	<b>Are norms reviewed/ posted?</b>	<b>Are Collective Commitments communicated/posted?</b>	<b>Is there an agenda?</b>
<b>Administrator:</b>			
<b>Date:</b>			

SMART Goal: Specific; Measurable; Attainable; Results-focused; Time-bound:		
OBSERVATION INDICATOR	RATING	EVIDENCE
<b>Collaborative Culture</b>	Learning Literal Refined Internalized	•
<b>Guaranteed Curriculum</b>	<b>Learning</b> Literal Refined Internalized	•
<b>Common Assessment</b>	Learning Literal Refined Internalized	•
<b>Ensuring Learning</b>	Learning Literal Refined Internalized	•
<b>Enriching Learning</b>	Learning Literal Refined Internalized	•

PLC Focus	Evidence / Comments/Notes
<b>Reflection</b> <i>What's working?</i> <i>What are instructional challenges?</i>	•
<b>What do students need to know and be able to do?</b> <i>What is the task or instructional focus?</i> <i>What is the standard or learning target?</i> <i>What are the instructional strategies?</i>	•
<b>How will we know that they learned it?</b> <i>How is the task supporting the learning outcome?</i> <i>What student samples or data are we reviewing?</i> <i>What is our CFA (Common Formative Assessment)?</i>	•
<b>What will we do when they haven't learned it?</b> <i>Which changes in instructional practices do we need to consider?</i> <i>What Tier 1 academic or behavioral supports shall we consider?</i>	•
<b>What will we do when they already know it?</b> <i>What instructional practices or academic extensions will we consider to enrich learning?</i>	•

**PLC Observation Form**



**Scripting/Notes:**

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**Strengths (List 3-5):**

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**Enhancements (List 1-2):**

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**Next Steps (include timeline):**

**PLC Team:**

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**Magnet Site  
Coordinator:**

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**Magnet Department:**

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**Principal:**

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**Next PLC Observation:**