

Review the lesson plans/calendar for scope/sequence in the shared folder. Review this form. Then, email the team lead for a spot on the PLC agenda to discuss whichever item(s) below you need (ie lessons, RTI, tests, vocab.)

1. Lesson(s) the team should be about on: \_\_\_\_\_; Lesson the team is on \_\_\_\_\_.  
-how are the modifications? (students' ability to access them, areas where they can't, suggested changes, etc.)
2. RTI needs: Based on the lesson/calendar:  
Are students struggling with a specific skill/concept? I can make:
  - a. A scaffolded packet of problems (problems begin with high level scaffolding and end with minimal to none)
  - b. A quizizz/Google Forms/etc. with embedded instructional videos/etc.
  - c. Card sorts (vocabulary, problems to answers, etc. Make sure to have answer keys as well)
  - d. Other: board games, etc.

RTI notes:

3. Upcoming tests (tests happening next week): Yes    No  
If yes, have ideas for modifications as well as how to present those modifications  
Some sample staff preferences:
  - a. staple regular test to the top of the modified test (so test looks the same initially)
    - i. *Some teachers prefer this method, esp. for students who notice the tests look different. Try to help the teachers out by stapling the tests, labeling them with the students' names, and keeping them in order of the teachers' class periods. .*
    - ii. *Others prefer this method so the student has a reasonable attempt at a regular test before doing the modified test*
  - b. teachers administer the modified test the same as regular test/no stapling needed  
*Some teachers are fine with administering the modified test the same time as the regular test, without you doing anything else.*
  - c. Do teachers want you to come in and help read tests aloud, or gather students needing that and read it aloud somewhere else so it doesn't distract other Students? Speech-text in a different location?  
*Some teachers will want you to help with testing.*
  - d. Other: (there is no one way of administering a modified test) \_\_\_\_\_

Notes for Tests:

4. New unit/section beginning within two weeks? Yes    No  
If yes, email team lead to give him/her fair notice you are trying to get some vocabulary words to work on card sorts or talking cards before the next unit and ask him/her if they have a list they'd like to share with PLC or if you can email out a draft list for review.  
Be prepared with copies of the draft list (if you made one) for each team member and revise as necessary (deletions, additions) so the list is what the team finds to be priority vocab. for the next unit. Ask how many sets each teacher needs. When you get a draft done, email to the team for final review before printing/laminating/making the vocabulary activities.

Vocabulary notes:

**PLC Planning Form****Subject:****Grade:****Date:**

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**Lesson**

Lesson(s) the team should be about on:

Lesson the team is on:

**How are the Modifications?** (Students' ability to access them, areas where they can't, suggested changes, etc.)

**RTI Needs** (Are students struggling with a specific skill/concept?)

RTI Notes:

I can make:

A. A scaffolded packet of problems

B. A Quizizz/Google Forms/etc.

C. Card Sorts

D. Other:

**Upcoming Tests?****Yes****No**

Ideas for Modification:

Notes for Tests:

**Finishing (What other supports are needed?)**

- Staple regular test to the top of the modified test?
- Teachers administer the modified test the same as regular test/no stapling needed?
- Need help with reading tests aloud, separate testing location, or speech to text in separate location?
- Other:

**New Unit/Section Beginning Within Two Weeks?****Yes****No**

Vocabulary List:

How Many Sets: