Professional Learning Community (PLC) Record Template
Component # 7-507-309 Sequence #: _____

Guidelines

1. Planning meeting
    a. Identify common focus
    b. Establish group norms
    c. Create SMART goal
    d. Select protocol
    e. Determine meeting schedule
2. Group meets one hour per participant
    a. Number of participants should not be less than 5 nor more than 12
    b. If the number of participants is less than originally anticipated, contact the PD Data Center to adjust the number of MPPs
    c. If PLC drops below minimum number of participants, no MPPs will be awarded
3. PLC meetings should be held on a regular schedule, no less than once each month
    a. Meetings must last a minimum of 1 hour and no longer than 2 hours
    b. Each participant must present and/or lead a meeting
    c. PLC members must attend all meetings and complete all responsibilities
4. Total number of MPPs to be awarded
    a. 1 MPP per participant
    b. 2 MPPs for follow-up (includes 1 MPP for planning meeting and 1 MPP for completing Part 1, Part 2, and Part 3 of the Evaluation)
5. PLC instructor responsibilities
    a. Issue grades to PLC participants
    b. Fax roster and PLC record template to the Data Center, 305-883-1443

PLC Resources

Learning By Doing (DuFour, 2006)
On Common Ground (DuFour, 2005)
All Things PLC www.allthingsplc.info
Solution Tree www.solution-tree.com
Learning Forward www.learningforward.org
National School Reform Faculty www.nsrfharmony.org/free-resources/protocols/a-z
Writing SMART Goals: www.ehow.com/how_7871059_write-smart-goals- education.html

Required Information

School Name: _____ Location #: _____

PLC Activity Title: _____

Principal's Name: _____Principal's Signature: _____

**To be completed by the Data Center

Master Plan Points assigned: _____   Master Plan Points adjusted to: _____

Submit all required documents no later than 21 calendar days after the final PLC meeting.
Processing of MPPs is contingent upon timely compliance with reporting requirements.

Protocol:

_____

SMART Goal:

_____

_____

_____

_____

_____

Meeting Schedule

Meeting Date	Meeting Leader/Presenter	Employee #

PLC Agenda

_____

_____

_____

_____

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