



PLC: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

## Please Sign In

PRINT NAME

SIGNATURE

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**\*Please list agenda items, topics discussed and/or tasks completed below:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\*For additional items, please attach sheet

**PLEASE SUBMIT A COPY OF COMPLETED SHEET TO YOUR BUILDING PRINCIPAL AND TO DIRECTOR OF CURRICULUM & INSTRUCTION, BY THE NEXT SCHOOL DAY FOLLOWING YOUR MEETING**