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| **Date** | **Time** **(State and Stop)** | **Members in Attendance** | **Absent Members** | **Next Meeting Plans and Date** |
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PLC Designation: **“Unpacking the Standards” Lesson Planning Form**

**PLC Question #1: What do we want all students to learn?**

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| --- | --- | --- |
| **Know****(facts/vocabulary)** | **Understand****(concepts/generalizations)** | **Do****(skills/strategies processes) \*use verbs with key concepts** |
|  | chool/Location; PLC Team designation; date; start-stop time; participants in attendance; PLC Activity (specific content/actions for that specific meeting); Notes documenting group work and plans for next meeting. | **Level 1 (Retrieval)****Level 2 (Comprehension)****Level 3 (Analysis)****Level 4 (Knowledge Utilization)**  |
| **Prerequisite Skills (what prior knowledge is needed)** |  |  |
| **Common Assessment** |  | **Timeline** |

**PLC Question #2: How will we know if and when they have learned it?**

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| --- | --- | --- | --- |
| **Scale** | **Learning Progression** | **Sample Tasks****Ways to Check for Understanding** | **Timeline****(fluid during planning phase)** |
| **Level 4****Above and Beyond****(extension)** |  |  |  |
| **Level 3****Meets the Standard** |  |  |  |
| **Level 2****Recognize/Recall but lacks processes** |  |  |  |
| **Level 1****With Support** |  |  |  |

**PLC Question #3: How are we going to teach it?**

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| --- | --- | --- | --- | --- |
| **Lesson Chunks (Approx. Minutes)** | **DQ2/DQ3/DQ4****Design focus aligned to this lesson chunk.** | **Objective for this lesson chunk; Learning Goal; Target** | **Materials/Text** | **Instructional Strategies / Elements****(Include ESE, ESOL, PMP, 504 Modifications)**  |
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| **Unit Planning Reflection:** **What percentage of the Lesson Chunks in this unit fall within…** |
| **Introducing New Knowledge DQ2**  |
| **Deepening or Practicing DQ3**  |
| **Generating or Testing Hypothesis DQ4**  |

**PLC Question 4 & 5: How will we respond when some students do not learn/have already learned?**

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| --- | --- | --- | --- | --- |
| **Lesson Chunk** | **Projected Day/Time to Address Remediation** | **Projected Issues/Barriers for the Lesson Chunk** | **Plan for Students****Who Do Not Learn** | **Plan for Students Who Have Already Learned** |
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