**PLC RECORDING CHART**

Group \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_

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| **AGENDA** | **MINUTES** |
| 1.  2.  3. |  |
| **Questions/Comments for Administration team to respond back to the PLC within one week.** | |

**Team Member Signatures**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Principal’s Signature Federal Grant’s Signature Curriculum Director’s Signature**