PLC DOCUMENT SUBMISSION CHECKLIST

Content:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade level: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

For the Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due date: last week of the month

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| **Criteria:** | **Checkmark when completed (**✔️) | **Comments** |
| 1. PLC document- refer to and analyze data from **current month** |  |  |
| 2. Common Formative Assessment (CFA)- assessments to be used for the **following month**; must include the following:1. Standards aligned with CCSS or Guam Content Standards and are written out
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| 1. Proficiency Scale Levels: related to learning goals (i.e. level 3 matches the standards, level 2 pre-requisite skills/vocabulary, etc.)
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| 1. Levels labeled next to questions (Level 2 has 4 questions; Level 3 has 5 questions; Level 4 has 1 question)
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| 3. Error Analyses **for CFA analyzed for PLC document** (Tabulator excel file) |  |  |