**School Name**

**Date**

School Address:

Team Members will report at:

|  |
| --- |
| **Team Members** |
|  |
|  |
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|  |  |  |
| --- | --- | --- |
| Time | Event | Person(s) |
| 9:00-9:15 AM | Team Meeting and Orientation |  |
| 9:15- 12:00 PM | Classroom Observations |  |
| 12:00- 1:00 PM | Review data, rate standards, write next steps |  |