

ACADEMY TEAM COMMON PLANNING TIME DOCUMENTATION

School: _____

Academy: _____
(Freshman Academy name or Career / Theme)

Date ____/____/____

Start Time ____:____
Stop Time ____:____



Location _____

TYPE OF PLANNING (highlight type of session below or delete 2 of the 3 choices:
Weekly Academy Team Planning Departmental Meeting Community Meeting

ATTENDANCE:

Name	Subject / Area / School Role	Present	Not Expected	Add'l Attendance Info
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	
		O	O	

CONTENT AREA	FOLLOWUP NOTES
Student Progress	
Curriculum	
Instruction	

Parent Involvement	
Community Involvement	
Analysis of Outcomes / Data	
Professional Development	
Structure	
Supporting Documentation	
Academy Business	