**Example Check-in Template**

**Pre-Work:** Complete this portion 24 hours portion prior to the check-in to help prepare for meetings. Adjustments can be made as needed during the meeting.

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| **Agenda Item** | **Teacher Notes** | **Leader or Coach Notes** |
| Well-being | Teacher identifies what is going well and where there are struggles or a need for support | Leader/Coach adds any additional resources and/or thoughts to support |
| Follow-up from Last Meeting | Teacher shares update on any actions items from last meeting or status of changes made based on last meeting | Leader/Coach adds additional resources and/or thoughts to support |
| Student Progress Update | Teacher summarizes how students were required to demonstrate learning or practice and how they did. | Leader/Coach add additional notes and or thoughts to support |

**During Meeting:** Teacher and leader/coach update during the meeting while discussing.

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| **Agenda Item** | **Leader or Coach Questions** | **Teacher Notes or Actions** |
| Technology Talk | * What aspects of virtual teaching are difficult or not running smoothly? * Do you need more training and/or support for use? * Is there a different option or tool that could be used instead? |  |
| Student Update | * Are all students engaging with instruction on a daily basis? How do you know? * How are students adapting to at-home learning? * Are there some students who need additional support? |  |

**Action Steps:** Teacher identifies action steps during meeting and sends update to leader following the meeting.

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| **Action Step** | **Teacher Follow-up Details** |
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