

Oconee County Schools Professional Learning Community  
*Meeting Documentation Form – to be kept on file at schools*

Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Participants (please print or type): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective: \_\_\_\_\_  
\_\_\_\_\_

Summary Of PLC Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting is applicable to the following areas (check all that apply):

- Field(s) of Certification
- School/System/Individual Improvement Plan
- Annual Personnel Evaluation
- State/Federal Requirements

Signatures of Participants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted to \_\_\_\_\_ on \_\_\_\_\_

- Approved for \_\_\_\_\_ contact hours toward PLU credit
- Signature of Administrator or School-Based Professional Learning

Coordinator: \_\_\_\_\_