

Grade Level Meeting Minutes

Principal					
School					
Topic					
Grade Level		Coach/IS		Date	
Start Time		End Time		Room	

Participants:	1.		2.		3.	
	4.		5.		6.	

Assessment Data Reviewed	Subject:	Assessment:
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Meeting Minutes

1. Data Review		
2. Data Discussion		
3. Critical Findings		
Action/Next Steps	Who	When