

## Field Note Protocol

This report format is to be used for regular site visits (every 4-6 weeks, depending on need). The completed report will be uploaded to Sharepoint so that the building, district, and MI Excel partners can access the report.

### Progress on Monitoring

Report Elements	Explanation
Current/planned Implementation	Provide a summary of what is/should be happening in the classroom or processes and structures that should be in place. Much of this should be from the schools up-date of progress on their unpacking tool.
Observed Implementation	<p>Provide a summary of discussions with various school/district groups and classroom observations. Summaries of classroom observations should align to the following questions:</p> <ul style="list-style-type: none"> <li>• What are students doing/saying?</li> <li>• What are teachers doing/saying?</li> <li>• What is the learning task?</li> </ul> <p>***Note-Classroom observations should include building or district leadership.</p> <p>Also note here any documents that may support evidence of implementation (i.e. PLC protocols).</p>
Reflective Analysis	How does the observed implementation align to the actions described in the unpacking tool?
Next Steps	Provide a summary of next steps that the school and/or district will take and MI Excel/SRO follow-up (if applicable).