



Instructional Cycle Folder Checklist

Please ensure that each instructional cycle folder contains the following documents:

- Completed Instructional Cycle Plan (using the template provided) that includes:
 - SMART goal for the cycle
 - list of outcomes pertaining to the cycle
 - list of critical vocabulary terms pertaining to the cycle
 - Resource(s) if any required or being used
- Common assessment document(s)
- Resulting data document(s)
- Reflection on the cycle document (using the template provided)

*Every document that goes into the cycle folder should have the cycle focus as part of the name. For example, the planning document could look like this if sequencing is the main focus: “Instructional Cycle #1: Sequencing”