SMALL GROUP PLANNING

Lesson Plans · Roster · Data Log · Editable PDF



A Filled-In Week

Ms. Brooks, Room 4 and every student here are invented. The numbers are added up on this page.

Week of	Teacher and room	Minutes each day
Jan 11 (invented)	Ms. Brooks, Room 4 (invented)	20

Group	Mon	Tue	Wed	Thu	Fri
Red group	Blend sort	Word cards	Partner read	Dice game	Quick check
Blue group	Picture sort	Read the room	Whiteboard spell	Partner read	Quick check
Green group	Counter build	Number line hop	Story problem	Card game	Quick check
Yellow group	Read and mark	Sticky note sort	Partner retell	Passage read	Quick check

Target skill and students

Group	Target skill	Students (invented)
Red group	Blends at the start of words	Jada, Eli, Mateo, Nora
Blue group	Vowel teams ai and ay	Sam, Priya, Owen
Green group	Adding within 20	Lena, Kai, Reese, Ava
Yellow group	Main idea in two sentences	Tomas, Zara, Ben

Weekly count: students at the target

Group	Students	Week 1	Week 2	Week 3	Week 4	Trend
Red group	4	1 of 4	2 of 4	3 of 4	3 of 4	up
Blue group	3	1 of 3	1 of 3	2 of 3	3 of 3	up
Green group	4	2 of 4	2 of 4	2 of 4	2 of 4	flat
Yellow group	3	0 of 3	1 of 3	1 of 3	2 of 3	up

Add it up

- Red group meets 20 minutes a day for 5 days: 100 minutes a week.
- Red group, week 4: 3 of 4 at the target, which is 75 percent.
- Red trend is up: week 4 (3) is more than week 1 (1).
- Yellow group, week 1: 0 of 3; week 4: 2 of 3.

Small Group Planning Template · Example · Invented

19 PAGES



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Print at 100 percent

Turn off fit to page and shrink to fit. The pages use clear lines and a large heading, so they read well and copy in black and white.

Keep student names private

The roster, the sorting page, the logs and the family update hold student names. Keep them on your desk or in your binder. Follow your school's own rules.

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PREVIEW

Weekly Plan at a Glance

One row per color group. Type the activity for each day, then the target skill and materials below.

Week of _____ Name _____ Minutes each day _____

Group	Mon	Tue	Wed	Thu	Fri
Red group					
Blue group					
Green group					
Yellow group					

Target skill and materials

Group	Target skill this week	Materials
Red group		
Blue group		
Green group		
Yellow group		

Minutes this week

Minutes per group per week _____ Groups meeting _____ Adult in charge _____

PREVIEW

Red Group Lesson Plan

One lesson for this group. Copy the target skill from the weekly plan (page 4).

Date

Minutes

Adult running the group

Students in this group

1. Warm-up (2 to 3 minutes)

2. Target skill

The skill

I will know it worked when

3. Activity and materials

Materials

4. Check for understanding

What I will ask or watch	Yes	Not yet

5. Next step

PREVIEW

Green Group Lesson Plan

One lesson for this group. Copy the target skill from the weekly plan (page 4).

Date _____ Minutes _____ Adult running the group _____

Students in this group _____

1. Warm-up (2 to 3 minutes)

_____

_____

2. Target skill

The skill

_____

I will know it worked when

_____

3. Activity and materials

_____

_____

_____

Materials

_____

4. Check for understanding

What I will ask or watch	Yes	Not yet

5. Next step

_____

_____

PREVIEW

Group Progress Snapshot

Each week, count the students who met the target skill. Write it as the number met, then the group size: 3 of 4.

Teacher and room _____ Unit or month _____ Start date _____

Group	Students	Week 1	Week 2	Week 3	Week 4	Trend
Red group						
Blue group						
Green group						
Yellow group						

How to read the trend

Up: more students at the target in week 4 than in week 1. Flat: the same number. Down: fewer.

Group notes

Group	What changed this month	Next step
Red group		
Blue group		
Green group		
Yellow group		

PREVIEW

Rotation Notes

Notes only. This page sets no times and holds no rotation grid. Use the weekly plan for days and minutes.

Where each group works

Group	Work space	Adult in charge
Red group		
Blue group		
Green group		
Yellow group		

Check-ins during the week

Timer and transitions

Timer set to (minutes)

Signal that means move

What students bring with them

Notes for next week

PREVIEW

Family Update

Short notes for home. Type over the lines, then print or save as a PDF to send home.

Student and group

Student

Color group

Date

Teacher and room

This week in group

We worked on

Something that went well

Something to practice at home

Next week we will

Your own note

Questions for home

PREVIEW

Adult Helper Card

For the paraprofessional, co-teacher or aide who runs one color group on the teacher's plan.

Color group _____ Room and time _____

Before the group

- [ ] Read the lesson plan for this color group.
- [ ] Set out the materials listed on the plan.
- [ ] Check the roster and the focus column.

During the group

- [ ] Follow the activity steps in order.
- [ ] Note any student who needed a prompt.
- [ ] Keep the timer running and move on at the signal.

After the group

Minutes the group met _____ One next step for the teacher _____

One thing that went well _____

Questions for the teacher

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