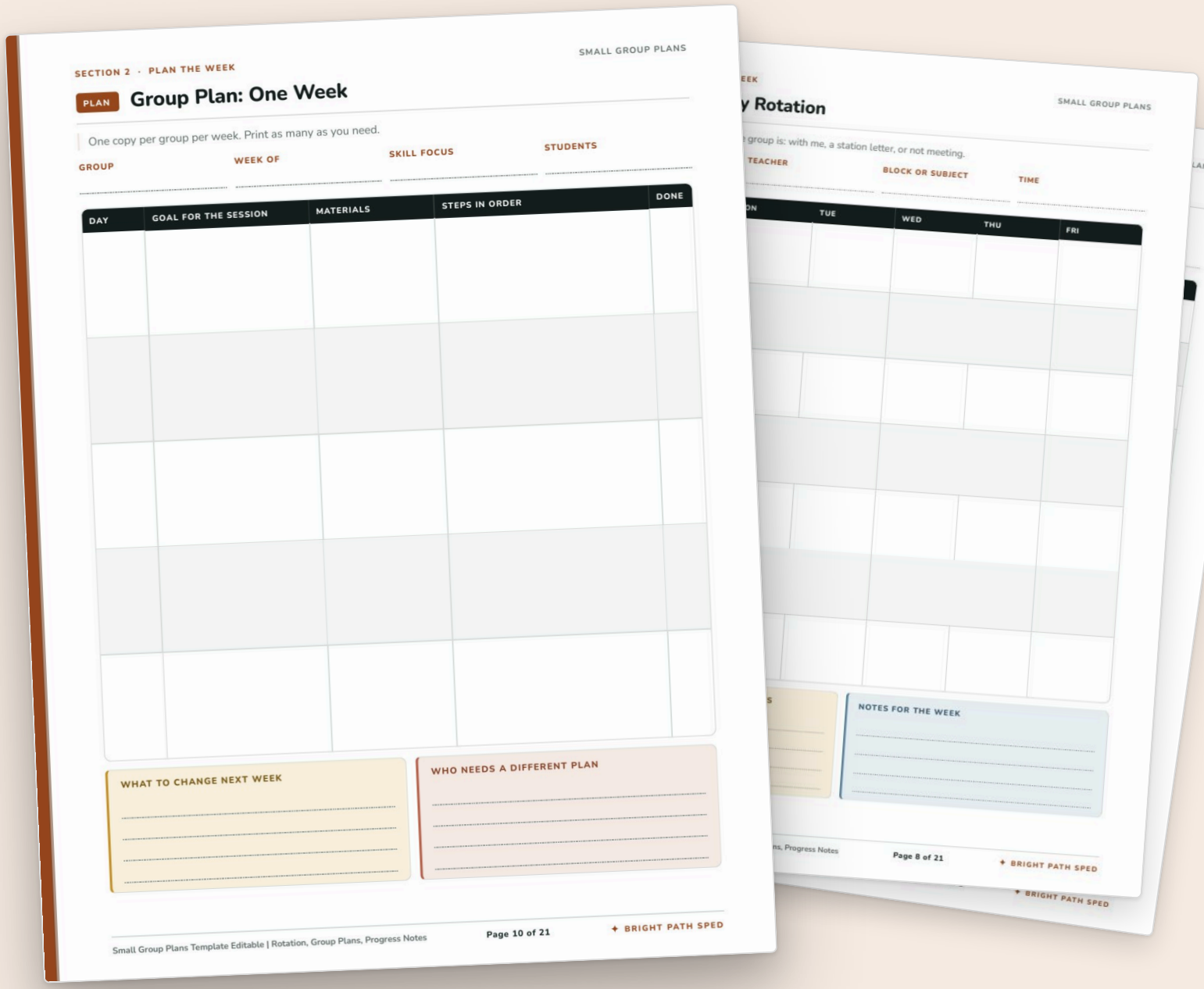
ACADEMIC PLANNING · TEACHERS

EDITABLE

Small Group Plans Template



21 PAGES | 6 GROUP CARDS | ROTATION + NOTES | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS

What Is Inside, and Where

21 pages: a roster, 6 group cards, a weekly rotation, a four-week cycle, plans, stations, notes, progress, a regroup review and a roll-up.

Before you begin

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01 Set Up Your Groups

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ORGANIZER
5



Group Roster
ROSTER
6



Group Setup Cards
SETUP
7

02 Plan the Week

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Weekly Rotation
SCHEDULE
8



Four-Week Cycle
SCHEDULE
9



Group Plan: One Week
PLAN
10



Group Plan: One Session
PLAN
11



Independent Stations
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03 Notes and Progress

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Progress Notes by Student
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Regroup Review
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Monthly Roll-Up
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04 Talk About It

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☆ START HERE Start Here — Three Steps

Read once. Set up, plan, note, and review.

1

Set up your groups

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Type your students on the roster (page 6) and one card per group (page 7).

2

Plan the week

Fill the weekly rotation (page 8) and the station list (page 12).

Plan each group on page 10 or 11. **Save As** with the date; the original stays blank.

3

Note it and move on

Log each session (page 13), record checks (page 14), then review groups on page 15 and report on page 16.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up the roll-up for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

The planner records what you plan and what you see. How students are placed, and when they move, is your school's own rule. It gets a blank line on page 15.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.
My printer cuts off the border. Print at 100 percent, not "fit to page."
Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

BEFORE THE FIRST GROUP MEETS

- ☐ Type the roster
- ☐ Fill one setup card per group
- ☐ Plan the rotation and the stations
- ☐ Print the plan pages you want on a clipboard

NOTES BEFORE YOU BEGIN

SETUP

Group Setup Cards

6 cards, one per group. Type once, then flip back to it while you plan.

GROUP 1

GROUP NAME

SKILL FOCUS

MEETS

WHERE

STUDENTS

MATERIALS

CHECK I WILL USE

GROUP 2

GROUP NAME

SKILL FOCUS

MEETS

WHERE

STUDENTS

MATERIALS

CHECK I WILL USE

GROUP 3

GROUP NAME

SKILL FOCUS

MEETS

WHERE

STUDENTS

MATERIALS

CHECK I WILL USE

GROUP 4

GROUP NAME

SKILL FOCUS

MEETS

WHERE

STUDENTS

MATERIALS

CHECK I WILL USE

GROUP 5

GROUP NAME

SKILL FOCUS

MEETS

WHERE

STUDENTS

MATERIALS

CHECK I WILL USE

GROUP 6

GROUP NAME

SKILL FOCUS

MEETS

WHERE

STUDENTS

MATERIALS

CHECK I WILL USE

SCHEDULE

Weekly Rotation

> In each box, type where the group is: with me, a station letter, or not meeting.

WEEK OF

TEACHER

BLOCK OR SUBJECT

TIME

#	GROUP	MON	TUE	WED	THU	FRI
1						
2						
3						
4						
5						
6						
7						

WHO I PULL FIRST IF THE DAY CHANGES

NOTES FOR THE WEEK

PLAN

Group Plan: One Week

> One copy per group per week. Print as many as you need.

GROUP _____ WEEK OF _____ SKILL FOCUS _____ STUDENTS _____

DAY	GOAL FOR THE SESSION	MATERIALS	STEPS IN ORDER	DONE

WHAT TO CHANGE NEXT WEEK

_____

_____

_____

_____

WHO NEEDS A DIFFERENT PLAN

_____

_____

_____

_____

TRACKER

Progress Notes by Student

> Type the number each time. Change is the last check minus the first.

GROUP

SKILL

HOW I CHECK IT

OUT OF

#	STUDENT	CHECK 1	CHECK 2	CHECK 3	CHECK 4	CHANGE	NEXT STEP
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

DATE OF CHECK 1

DATE OF CHECK 4

EXAMPLE

A Month of Groups, Filled In

SAMPLE · INVENTED STUDENT

The teacher, the groups and the students are invented, and so is every number. Every total can be re-added from its own column.

MONTHLY ROLL-UP (PAGE 16), THREE INVENTED GROUPS, ONE INVENTED TEACHER

GROUP	PLANNED	HELD	STUDENTS	MET THE GOAL	STILL WORKING	NOTE
Red	8	7	4	3	1	–
Blue	8	8	3	2	1	–
Green	8	6	5	4	1	–
Total	**24**	**21**	**12**	**9**	**3**	–

Planned 8 + 8 + 8 = **24**. Held 7 + 8 + 6 = **21**. Students 4 + 3 + 5 = **12**. Met 3 + 2 + 4 = **9** and still working 1 + 1 + 1 = **3**; 9 + 3 = 12, the students.

PROGRESS NOTES (PAGE 14), RED GROUP, FOUR CHECKS

RED GROUP	CHECK 1	CHECK 2	CHECK 3	CHECK 4	CHANGE
Ben	2	3	4	4	+2
Ana	1	2	2	3	+2
Omar	3	3	4	5	+2
Lily	2	2	3	3	+1
All four	–	–	–	–	**+7**

Each check is out of 5. Ben: 4 – 2 = **+2**. Ana 3 – 1 = +2, Omar 5 – 3 = +2, Lily 3 – 2 = +1. Together 2 + 2 + 2 + 1 = **7**.

SESSION NOTE (PAGE 13), WRITTEN BY MR. ORTIZ (INVENTED)

Who was here: Ben, Ana, Omar, Lily. **What we did:** sorted word cards, then read the same words in a sentence. **What I noticed:** Ana read four words without help. **Next time:** add two new words.

WHY THIS IS ENOUGH

Every total can be re-added from its own column. Nothing here places or labels a student; it shows what happened in the group.

YOUR TURN: ONE GROUP, ONE MONTH

GROUP	PLANNED	HELD	MET THE GOAL