

Weekly EL Support Team Meeting Notes

Week of:

Meeting Date:

Start Time:

End Time:

Attendance		
Meeting Participants	Name	Signature/Initials
ESOL Teacher		
Paraprofessional 1		
Paraprofessional 2		
Paraprofessional 3		
Paraprofessional 4		
Paraprofessional 5		

Celebrations and Successes

Immediate Concerns <i>(Requiring Follow-Up)</i>

- ☐ Attendance Concerns
- ☐ Behavior Concerns
- ☐ New Student
- ☐ Other

Family Communication Needed

Student	Reason	Format <i>(i.e. phone, email, meeting, etc.)</i>

Weekly EL Support Team Meeting Log

Focus Students/Groups for This Week

Student/Group	Why?	Support Plan for This Week

Support to Be Provided This Week

- ☐ Preteach vocabulary
- ☐ Use sentence frames
- ☐ Check comprehension during independent work
- ☐ Small group support
- ☐ Other

Paraprofessional Input

Action Items

Task	Responsible	Due Date

Additional Notes/Reminders

Next Meeting Date: