**LESSON STUDY RESEARCH TEAM**

**Folder Checklist**

**Each Lesson Study Research Team will have:**

**1) A contact person (one of your team’s teachers)**

**2) The teacher who is teaching the lesson (Lead Teacher)**

**3) Observers**

**4) An observer who will take responsibility for checking out a video camera, recording and returning the camera**

**5) A facilitator provided by MISD**

**In order to meet the terms of the grant, several forms must be completed and collected before the end of the day on Day 5. The facilitator is expected to collect the sign in sheet and return it to Trish Dunn. All other forms will be emailed to Trish Dunn on Day 5.**

**In your folder:**

* **Day 5 Sign In Sheet**
* **Observation and Debriefing Protocol (one per person)**
* **Classroom Observation Guide (one per person)**
* **TEAM REPORT Form (one copy)**
* **Session 6 Must Haves**
* **Copies of the Seating Chart for each of your Lesson Study participants (provided by Lead Teacher)**

**Must be turned in on Day 5:**

* **Day 5 Sign In Sheet**
* **TEAM REPORT Form (one copy) (please email this to tdunn@misd.net)**
* **Planning a Research Lesson TTLP (please email this to** [**tdunn@misd.net**](mailto:tdunn@misd.net)**)**

**Electronic copies of all forms can be found at** [**http://hinemanmath.weebly.com/**](http://hinemanmath.weebly.com/)