



rochester teachers association

Action Research Report Cover Page

1. Please attach minutes for each group meeting. Your minutes should include:
 - The date of the meeting
 - Individual attendance at the meeting (signatures)
 - Essential Questions/Professional Learning Targets for the session
2. Please provide your initial "Area-of-Focus Statement". Be sure to include any realignments or adjustments to the plan.
3. Please provide your statement of resources (This should include your central text as well as 2-4 additional resources).
4. Please provide a description of the process that you engaged in. This should be a narrative reflecting on the work that you did together in each session, and the work that you did as an individual to prepare for each session.
5. Please attach evidence (measureable data) from baseline up to and including solid data that supports the variables defined in your Action Research Plan.
6. In order to receive PD credit, each member must complete an individual analysis of the work done with the group. Your narrative should answer the question, "What have you learned about your own practice, and in what ways has your action research had an impact on student outcomes?" Each individual narrative should also include a statement of informed action for next steps.

In order to be eligible to receive PD credit, your analysis should be attached to this cover page and a hard copy of your group's work submitted to Patricia Adams @ the RTA Offices no later than May 3, 2026.