



DOCUMENTATION COVER SHEET-ASSESSOR

STUDENT SERVICES

Professional's Name _____ Employee Number _____

Assessor's Name _____ School Year _____

Assessor Directions: Review the materials stapled to the *Documentation Cover Sheet-Student Services Professional*. Check off that each required item is present and make evaluative notes relating to submitted documentation on the *Documentation Cover Sheet-Assessor*. Print the *Documentation Cover Sheet-Assessor*, sign the cover sheet, and attach it to the top of the professional's packet.

Check if present

Required Item

Service log or program plan (e.g., program planning)
Evaluative Notes

Sample product (optional)
Evaluative Notes

Goal Setting for Learner/Program Progress End-of-Year Summary

Data submitted

Professional exempt from goal setting due to: date hired* approved leave

Evaluative Notes

Communication
Evaluative Notes

Professional Development/Professional Growth Experiences
Evaluative Notes

Reviewed by:

Assessor's Signature _____ Date _____

*Professionals hired in second grading period, after the interim progress reports have been issued are exempt from goal setting for the current year.