



DOCUMENTATION COVER SHEET-ASSESSOR INSTRUCTIONAL SUPPORT PROFESSIONAL

Professional's Name _____ Employee Number _____

Assessor's Name _____ School Year _____

Assessor Directions: Review the materials stapled to the *Documentation Cover Sheet-Instructional Support 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.