

DOCUMENTATION COVER SHEET-ASSESSOR

Teacher's Name _____ Employee Number _____

Assessor's Name _____ School Year _____

Assessor Directions: Review the materials stapled to the *Documentation Cover Sheet-Teacher*. 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. Provide a copy to the professional at the summative evaluation meeting.

Check if present

Required Item

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 Log

Evaluative Notes

Professional Development/Professional Growth Experiences Log/Record

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.