# **Documentation Log**

# **COVER SHEET**

# **Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Administrator’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Teacher Directions: Place required items in order behind this cover sheet and staple in the upper left hand corner. Submit the packet to your administrator 10 calendar days before the summative evaluation meeting.

Administrator Directions: Review the materials stapled to the cover sheet. Check off that each required item is present and make any notes relating to a particular item on this cover sheet.

|  |  |  |
| --- | --- | --- |
| Check if present | **Required Item** | **Administrator’s Notes** |
| **[ ]**  | Peer Observation/Video Recorded Lesson Analysis Form |  |
| **[ ]**  | Grading Procedures |  |
| **[ ]**  | Classroom Rules and Discipline Plan |  |
| **[ ]**  | Communication/Conference Log |  |
| **[ ]**  | Professional Development Log |  |
| **[ ]**  | Academic Goal Setting Form and accompanying documentation |  |
| **[ ]**  | Other documentation of student academic progress |  |

Reviewed by:

Administrator’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_