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PDF Report Evidence  
Checklist: Teacher-Probationary Yr. 2-5

Due Date: 05/03/2019

Saginaw Public School District (SPSD): (73010)

Date	Action	Due Status	Released Status	Required Status
<b>***** SELF-ASSESSMENT *****</b>				
Self-Assessment (Teacher)	Request			
<b>***** IDP GOALS *****</b>				
DUE: 10/19/2018 (Must be Submitted on or before)				
Set IDP Goals (Teacher Starts)	 Last Updated 10/01/2018 Review			←
<b>***** OBSERVATION 1 *****</b>				
DUE: 11/16/2018				
Probationary teachers receive a minimum of two (2) formal observations -- more are recommended.				
NOTE: Evaluators may choose to use Observation Option A OR Observation Option B but are not required to use both. -----				
Pre-Observation Conference Form 1 (Teacher)	Start			←
Option A. Formal Observation 1 with Timers and Frequency (Evaluator)	Start	<input checked="" type="radio"/>	Release	
Option B. Formal Observation 1 Scripting (Evaluator)	Start	<input checked="" type="radio"/>	Release	
Post-Observation Conference Form 1 (Teacher)	Start			←
Post-Observation Meeting 1 - within 1 week of Observation (Evaluator)	Start			←
<b>***** MID YEAR PROGRESS REPORT *****</b>				
Mid Year Progress Report	Start			
<b>***** OBSERVATION 2 *****</b>				
DUE: 04/19/2019				
NOTE: Evaluators may choose to use Observation Option A OR Observation Option B but are not required to use both. -----				
Pre-Observation Conference Form 2 (Teacher)	Start			←
Option A. Formal Observation 2 with Timers and Frequency (Evaluator)	Start	<input checked="" type="radio"/>	Release	
Option B. Formal Observation 2 Scripting (Evaluator)	Start	<input checked="" type="radio"/>	Release	
Post-Observation Conference Form (Teacher)	Start			←
Post-Observation Meeting 2 - Within 1 Week of Observation (Evaluator)	Start	<input checked="" type="radio"/>	Release	←
<b>***** OPTIONAL FORMAL OBSERVATIONS *****</b>				
Ability to add additional Optional Observations will be available once the current Observation is marked Complete.				
Option A. Formal Observation #1 - Frequency and Timers (Evaluator)	Start	<input checked="" type="radio"/>		
Option B. Formal Observation #2 Scripting (Evaluator)	Start	<input checked="" type="radio"/>		
<b>***** WALKTHROUGH OBSERVATION *****</b>				
Ability to add another Walkthrough Observation will be available once the current Walkthrough Observation is marked Complete.				
Walkthrough Observation Checkboxes (Evaluator) (Optional)	Start	<input checked="" type="radio"/>		
Walkthrough Observation Scripting (Evaluator) (Optional)	Start			

Notes (Teacher)	Not Started		
Notes (Evaluator)	Start		
***** STUDENT GROWTH *****			
Student Growth (Current Year)	Start		
Student Growth Bucket (Hidden from Teacher)	Start		
***** FINAL EVALUATION *****			
SUMMATIVE EVALUATION DUE: 05/03/2019 (must be shared with teacher in a meeting)			
Summative Performance Evaluation (Evaluator)	Start		
Final Summary Scores (Automatically Generated)	Start		
Evaluation Comments	Start		
***** MISCELLANEOUS NOTES THROUGHOUT THE YEAR *****			
Miscellaneous Notes Throughout the Year (Evaluator)	Start		Release

\*\*\*\*\* FINAL RECOMMENDATION \*\*\*\*\*

The Teacher is recommended for:  Save

\*\*\*\*\* SIGNATURES \*\*\*\*\*

Note: Once the Evaluator signs the evaluation below, the entire evaluation will be "View Only" and no more changes can be made to the evaluation. The Evaluator signature will become 'unlocked' when all required items in the evaluation are completed. The Teacher signature will become unlocked after the Evaluator signs.

Evaluator Signature:

By typing my name and clicking Submit Signature I acknowledge submission of this evaluation.



Teacher Signature:

By typing my name and clicking "Submit Signature" I acknowledge that I have received this evaluation. My signature means that I have been advised of the contents and does not necessarily imply that I agree with the results.



Evaluator: After both parties have signed, click Complete the Evaluation. Once you complete this evaluation it will no longer appear on your Dashboard. Use the "Evaluations" button from the main menu to view a completed evaluation.

Open Items