

- TEI Orientation Training** Teacher received TEI Orientation Training within 15 instructional days from the hire date.
Training Date: _____
- Campus Improvement Plan** Teacher received school goals from Campus Improvement Plan within 15 instructional days from hire date. Share Date: _____
- Primary Evaluator** Teacher was assigned and informed of his/her primary evaluator. Date Informed: _____
- Goal Setting Conference** Teacher participated in goal setting conference with primary evaluator by October 1st. SLO and PDP were discussed. *Late hires and employees transferring into teacher positions after October 1st participated in a goal-setting conference within 30 instructional days from the hire or transfer date.* Date of Conference: _____
- Professional Development Plan (PDP)** Date PDP Approved: _____
- Student Learning Objective (SLO)** – *teachers with new assignments are encouraged to complete a new SLO within 30 days*
 - SLO Goal.** SLO goal was approved/scored. Date SLO Approved/Scored: _____
 - SLO Accomplishment.** SLO results reviewed/verified. Date SLO Reviewed/Verified: _____
- Spot Observations**
 - All teachers should receive a minimum of 4 spot observations annually:
 - Teacher received a minimum of half of the total number of spot observations each semester (pro-rated for late hires, transfers, and employees on leave). *For Proration Guide see resources page on TEI website.*
 - Number of Spots Conducted: Sem 1: _____ Sem 2: _____
 - Written feedback was provided within two working days after each spot observation. *(see DNA Regulation)*
- Extended Observation**
 - The primary evaluator provided a 10-day window in which this observation occurred. 10-Day Window: _____
 - The primary evaluator conducted the extended observation. Observation Date: _____
 - Written feedback and a conference occurred within 10 working days of the extended observation.
Conference Date: _____
- Summative Performance Evaluation**
 - The minimum number of spot observations and one extended observation were conducted prior to scoring. Number of spot observations conducted prior to summative scoring: ____

Grading Period	Minimum number of spots required annually if teacher starts at the beginning of the year
1 st 9 weeks	1 spot needed to be on track
2 nd 9 weeks	2 spots needed to stay on track
3 rd 9 weeks	3 spots needed to be on track
4 th 9 weeks	4 spots needed to stay on track

- Teacher engaged in a conference with his/her primary evaluator in which the performance component score was shared.
Conference Date: _____
- Distinguished Teacher Review (if applicable)**
 - Summative evaluation completed by January 21st *(see eligibility criteria in TEI Guidebook)*
 - Teacher application and primary evaluator verification completed by deadline.

To the best of my knowledge, the above information is accurate and complete.

Teacher Signature

Date

Evaluator Signature

Date

Printed Name

Printed Name