



## Documentation Log Cover Sheet

Teacher Name \_\_\_\_\_ School \_\_\_\_\_

Grade/Subject \_\_\_\_\_ Year in Evaluation Cycle \_\_\_\_\_

Include a minimum of one and no more than three artifacts for each standard.

Standards	Examples of Evidence	Evidence Included
1. Professional Knowledge	May include: <ul style="list-style-type: none"><li>• Transcripts of coursework</li><li>• Professional Development certificates</li><li>• Annotated list of instructional activities</li><li>• Lesson/intervention plan</li><li>• Journals/notes that represent reflective thinking and professional growth</li><li>• Samples of innovative approaches developed by teacher</li></ul>	



## Document Log Cover Sheet (Continued)

2. Instructional Planning	May include: <ul style="list-style-type: none"><li>• Differentiation in lesson planning and practice</li><li>• Analysis of classroom assessment</li><li>• Data driven curriculum revision work</li></ul> Examples: <ul style="list-style-type: none"><li>- Sample lesson or unit plan</li><li>- Course syllabus</li><li>- Intervention plan</li><li>- Substitute lesson plan</li><li>- Annotated learning objectives</li></ul>	
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## Document Log Cover Sheet (Continued)

<p>3. Instructional Delivery</p>	<p>May include:</p> <ul style="list-style-type: none"><li>• Annotated photographs of class activities</li><li>• Handouts or sample work</li><li>• Video/audio samples of instructional units</li></ul>	
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## Document Log Cover Sheet (Continued)

Standards	Examples of Evidence	Evidence Included
4. Assessment of and for Student Learning	<p>May include:</p> <ul style="list-style-type: none"> <li>• Samples of baseline and periodic assessments given</li> <li>• Samples of both formative and summative assessment</li> <li>• Graphs or tables of student results</li> <li>• Records within electronic curriculum mapping tool</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Brief report describing your record keeping system and how it is used to monitor student progress</li> <li>- Copy of scoring rubrics</li> <li>- Photographs or photocopies of student work with written comments</li> <li>- Samples of educational reports, progress reports or letters prepared for parents or students</li> <li>- Copy of disaggregated analysis of student achievement scores on standardized test</li> <li>- Copy of students' journals of self-reflection and self-monitoring</li> </ul>	



## Document Log Cover Sheet (Continued)

<p>5. Learning Environment</p>	<p>May include:</p> <ul style="list-style-type: none"><li>• Student survey summary information</li><li>• List of classroom rules with brief explanation of the procedures used to develop and reinforce them</li><li>• Schedule of daily classroom routines</li><li>• Explanation of behavior management philosophy and procedures</li></ul>	
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## Document Log Cover Sheet (Continued)

Standards	Examples of Evidence	Evidence Included
6. Professionalism	May include: <ul style="list-style-type: none"> <li>• Record of participation in extracurricular activities and events</li> <li>• Record of professional development taken or given</li> <li>• Examples of collaborative work with peers</li> <li>• Evidence of communication with students, families, colleagues and community</li> </ul> Examples: <ul style="list-style-type: none"> <li>- Copy of classroom newsletter or other parent information documents</li> <li>- Sample copy of interim reports</li> </ul>	



## Document Log Cover Sheet (Continued)

7. Student Academic Progress	Student Achievement Goal Setting Document Revised at midyear and end of year. May include additional measures of student progress	
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### Midyear

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Printed Name \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

### End of Year

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_