



Beginning Teacher Professional File Checklist for 2014-2015

Name _____

Start Date _____

School Name _____

BT Status 0 1 2 3

Complete	Activity	Completion Date	Director of Personnel
	<i>New Teacher Induction</i>		
	<i>Mentor Assigned</i>		
	<i>Mentor Name</i>		
	<i>School-level Teacher Evaluation Orientation</i>		
	<i>Teacher Self-Assessment</i>		
	Personal Development Plan (PDP) Created*		
	<i>PDP Mid-year Review*</i>		
	<i>PDP End-of-Year Review*</i>		
	Formal Observation 1		
	<i>Pre-Conference</i>		
	<i>Post-Conference (within 10 days)</i>		
	Formal Observation 2		
	<i>Post-Conference (within 10 days)</i>		
	Formal Observation 3		
	<i>Post-Conference (within 10 days)</i>		
	Peer Observation		
	<i>Peer Observer's Name:</i>		
	Summary Evaluation		
	Record of Teacher Evaluation Activities		
	<i>Professional Development (CEU History) Report</i> <ul style="list-style-type: none"> ● Credits for district-level BT components ● Credits for monthly meetings w/Lead Mentor 		
	<i>Monthly Mentor Logs*</i>		
	<i>Extracurricular Duties Form</i> <i>(if applicable)</i>		

* Mentor signature required