



## Teacher Documentation Log Cover Sheet

Teacher: \_\_\_\_\_

School Year: \_\_\_\_\_ - \_\_\_\_\_

| Standards                 | Required Item                                                                   | Examples of Evidence                                                                                                                                                                                                                                                                                                                                                                                                                     | Evidence Included |
|---------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Professional Knowledge | <i>No evidence is required in the Documentation Log*</i>                        | Can include (but not required): <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>                           |                   |
| 2. Instructional Planning | Evidence of using data about student learning to guide planning and instruction | Can 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> |                   |
| 3. Instructional Delivery | <i>No evidence is required in the Documentation Log</i>                         | Can include (but not required): <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>                                                                                                                                                                                                                   |                   |

*\*Documentation may be required if area is addressed in Performance Improvement Plan.*

| Standards                                 | Required Item                                            | Examples of Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Evidence Included |
|-------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 4. Assessment of and for Student Learning | Evidence of the use of baseline and periodic assessments | <p>Can 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> |                   |
| 5. Learning Environment                   | <i>No evidence is required in the Documentation Log*</i> | <p>Can include (but not required):</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |

*\*Documentation may be required if area is addressed in Performance Improvement Plan.*

| Standards                    | Required Item                                                                           | Examples of Evidence                                                                                                                                                                                                                                                                                                                                                                                     | Evidence Included |
|------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 6. Professionalism           | Evidence of :<br><br>Commitment to professional growth<br><br>*Parent Communication Log | Can include:<br><ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• Examples of collaborative work with peers</li> <li>• Evidence of communication with students, families, colleagues and community</li> </ul> Examples:<br><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> |                   |
| 7. Student Academic Progress | *Student Progress Goal Setting Form                                                     | Student Achievement Goal Setting Document – Revised at midterm and end of year                                                                                                                                                                                                                                                                                                                           |                   |

\* indicates a required item