

## Documentation Log Cover Sheet

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

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

Standards	Required Item	Examples of Evidence	Evidence Included	Summary/Reflection of Evidence
1. Professional Knowledge	Evidence of content knowledge and needs of students	May include: <ul style="list-style-type: none"> <li>• Transcripts of coursework</li> <li>• Professional Development certificates</li> <li>• Samples of innovative approaches developed by teacher</li> <li>• Annotated list of instructional activities</li> <li>• Lesson/intervention plan</li> <li>• Journals/notes that represent reflective thinking and professional growth</li> </ul>		
2. Instructional Planning	Evidence of using data about student learning to guide planning and instruction	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>○ Course syllabus</li> <li>○ Substitute lesson plan</li> <li>○ Annotated learning objectives (Essential Knowledge)</li> <li>○ E. S. Newsletter &amp; Webpage</li> <li>○ Calendar</li> <li>○ Framework</li> </ul>		

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<p>3. Instructional Delivery</p>	<p>Evidence of effective instructional delivery with a variety of instructional strategies to engage the student learner.</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>		
<p>4. Assessment of and for Student Learning</p>	<p>Evidence of the use of baseline and formative assessments</p>	<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>		

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<p>5. Learning Environment</p>	<p>Evidence of a student-centered learning environment</p> <p>*Student Survey</p>	<p>May include:</p> <ul style="list-style-type: none"> <li>• List of classroom expectations with brief explanation of the procedures used to develop and reinforce them</li> <li>• Schedule of daily classroom routines</li> <li>• Pictures and summaries of learning stations</li> <li>• Explanation of behavior management philosophy and procedures</li> </ul>		
<p>6. Professionalism</p>	<p>Evidence of :</p> <p>Commitment to professional growth and ethics</p> <p>*Parent Communication Log</p>	<p>May include:</p> <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> <p>Examples:</p> <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>		
<p>7. Student Academic Progress</p>	<p>*Student Progress Goal Setting Form</p>	<p>Annual Student Achievement Goal Setting Document and summary data of student growth – Revised at midterm and end of year (charts and/or graphs are appropriate to summarize data)</p>		

\* indicates a required item