

IPEGS DOCUMENTATION COVER SHEET

Professional's Name: _____ Employee Number: _____

Assessor's Name: _____ School Year _____

Directions: Professionals will place required items in sequential order behind this cover sheet and staple in the upper left hand corner. Submit the packet to your assessor at least 35 calendar days prior to the last day of the school year for professionals. Assessors will review the submission and make evaluative notes in the appropriate sections of this cover sheet.

Check if submitted

Required Item

Professional Development/Professional Growth Experiences

Summarize the Professional Development/growth experiences that contributed to the improvements made in instructional delivery and student achievement – Provide evidence of the successful completion of professional development/growth experiences. Evidence may include, but is not limited to, professional development records, college transcripts, or meeting/conference agendas. Additionally, professionals may provide evidence of other professional growth experiences (e.g., records of participation in Lesson Study, Book Study, or professional educational organizations).

Assessor Evaluative Notes

Communication

Provide evidence of how the professional communicates with stakeholders (e.g., families, students, staff, and other members of the learning community). Evidence may include communication logs, meeting notes, or samples of emails.

Assessor Evaluative Notes

Reviewed by:

Assessor's Signature: _____ Date: _____