CHECK APPROPRIATE ITEM

Initial Evaluation Conference/  Coaching Notice of Intensive Support

Job Expectations Conference

School Handbook Review Training Documentation Intensive Support Observation

Summary

School Safety Plan Review Non-Renewal Recommendation Mid-Year Conference

Professional Growth Plan  Deficiency Process Conference

Directed Growth Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | |  | | SCHOOL / LOCATION: |  | |
| ID#: |  | | | JOB ASSIGNMENT: |  | |
| DATE OF OBSERVATIONS(S): | | |  | DATE OF CONFERENCE: | |  |

A conference was held and is summarized below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

Coaching Session – remains in supervisor’s file

Disciplinary Documentation – placed in employee personnel file at Central Office. Please attach all previous Coaching E-2s when disciplinary documentation is submitted to the central office.

**Note: If neither box is checked, this E-2 will be assumed to be a Coaching Session and remain in the supervisor’s file.**