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.**