

Mid-Year Check-In Meeting Form SY15-16

During the Mid-Year Check-In meeting, the superintendent and principal discuss progress to date on the Principal Portfolio, progress on completing the professional learning activities on the Principal Professional Growth Plan (PGP), and Instructional Time as indicated by teacher attendance and timeliness. Challenges are discussed along with possible solutions. It is also a good time to discuss and schedule dates for the 2nd principal observation, including the pre- and post-observation conferences.

The **superintendent completes the Mid-Year Check-In Form**, documenting any changes or adjustments to the Principal Portfolio and/or the PGP. The form is submitted in TalentEd by the superintendent and is available for review by the principal.

Progress on Artifact Collection

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Progress on PGP Goals

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School Leadership Time as indicated by principal attendance

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Challenges

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Solutions/Adjustments Needed

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Recommended Support/Assistance

Other Comments