

Miami-Dade County Public Schools
Documentation Log Description

What is a Documentation Log?

A *Documentation Log*:

- ◆ is one component of a multi-source evaluation and complements the observation components of the teacher evaluation system.
- ◆ is a packet of evidence stapled in the upper-left-hand corner and given to evaluator 10 calendar days prior to the scheduled summative evaluation meeting .
- ◆ is limited to the required documentation listed on the cover sheet.
- ◆ is a work in progress; it is to be continually developed throughout the evaluation period.
- ◆ should be user-friendly (neat, organized).
- ◆ remains in your possession except when reviewed by your evaluator.
- ◆ should be available at each evaluation meeting.
- ◆ belongs to the employee (even if the employee changes schools or leaves the school district).

For how long is documentation kept?

For the current evaluation year.

What items are required?

The cover sheet and items listed in the table below.

Standard	Required Item
1. Knowledge of Learners	<i>No item is required as knowledge of learners is observed during the classroom observation.</i>
2. Instructional Planning	<i>No item is required as part of the Documentation Log; see lesson plan available during the post-conference for the observation.</i>
3. Instructional Delivery and Engagement	<i>No item is required as instructional delivery is the focus of classroom observation.</i>
4. Assessment	<i>No item is required as part of the Documentation Log; see appropriate evidence of assessment data (e.g., student work folder, electronic data, IEP).</i>
5. Student Progress	<ul style="list-style-type: none"> ◆ <i>Goal Setting for Learner/Program Progress Form</i> ◆ <i>Documentation of student progress relating to the goal set on the goal setting form</i>
6. Communication	<i>Communication Log – sample form provided (e.g., teachers may print records or provide their own documentation)</i>
7. Professionalism	<i>Professional Development Log – sample form provided (e.g., TEC record of inservice, professional development, workshop certificates, college transcripts, conferences, National Board Certification)</i>
8. Learning Environment	<i>No documentation is required as the learning environment is observed during the classroom observation.</i>

¹*For reasons of confidentiality, any documents that contain personal information about individuals other than the employee are to be returned to the employee upon completion of the summative evaluation review.*

Documentation Log

COVER SHEET

Teacher's Name _____ School Year _____

Administrator's Name _____

Teacher Directions: Place required items in order behind this cover sheet and staple in the upper left hand corner. Submit the packet to your administrator 10 calendar days before the summative evaluation meeting.

Administrator Directions: Review the materials stapled to the cover sheet. Check off that each required item is present and make any notes relating to a particular item on this cover sheet.

*Check if
present*

Required Item

Administrator's Notes

*Goal Setting for Learner/Program
Progress Form and accompanying
documentation*

Communication Log

Professional Development Log

Reviewed by:

Administrator's Signature _____ Date _____

Sample Professional Development Log

Professional's Name _____ School Year _____

Professional Development Activity	Date	Location	Evidence of Satisfactory Completion Received*
			<input type="checkbox"/> Grade <input type="checkbox"/> Certificate <input type="checkbox"/> Other _____
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* Documentation should be maintained by the professional.