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 student services professional 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	*No documentation is required as knowledge of learners is evident during the observation and in the goal setting.* Student services professionals have the option of submitting one sample product.
2. Program Management	Submit a service log or program plan (e.g., program planning)
3. Program Delivery	*No documentation is required as program delivery is the focus of classroom observation.* Student services professionals have the option of submitting a sample product.
4. Assessment	*No documentation is required as assessment is evident in the goal setting.*
5. Learner Progress	♦ *Goal Setting for Learner/Program Progress* Form ♦ Documentation of learner/program progress relating to the goal set on the goal setting form
6. Communication[1]	*Communication Log* – sample form provided (student services personnel may print off records if maintained electronically).
7. Professionalism[1]	*Professional Development Log* – sample form provided (student services personnel may submit their recertification points progress sheets).

[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

Student Services Professional:_____**School Year** _____

Administrator's Name _____

Student Services Professional Directions**:** Place required items in order behind this cover sheet and staple in the upper left hand corner. Submit the packet to your administrator by 10 calendar days prior to the summative evaluation conference.

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**
☐	Service Plan or Sample Product	
☐	*Goal Setting for Learner/Program Progress* Form and accompanying documentation	
☐	*Communication Log*	
☐	*Professional Development Log*	
☐	*OPTIONAL Sample product included*	

Reviewed by:
Administrator's Signature _____ Date _____

Sample Communication Log

Professional's Name_____ **School Year** _____

Date	Person	Purpose	Mode	Notes
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
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Sample Professional Development Log

Professional's Name_____ **School Year**_____

Professional Development Activity	Date	Location	Evidence of Satisfactory Completion Received*
			☐ Grade ☐ Certificate ☐ Other_____
			☐ Grade ☐ Certificate ☐ Other_____
			☐ Grade ☐ Certificate ☐ Other_____
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			☐ Grade ☐ Certificate ☐ Other_____

* Documentation should be maintained by the professional.