

Documentation Log - The Documentation Log includes both specific required artifacts and **teacher-selected artifacts** that provide evidence of meeting selected performance standards.

Standards	Required Item	Examples of Evidence
1. Professional Knowledge		<ul style="list-style-type: none"> ● Transcript of coursework ● Professional Development Certificates ● Annotated list of instructional activities ● Lesson/intervention plan ● Journals/notes that represent reflective thinking in professional growth ● Samples of innovative approaches developed by teacher
2. Instructional Planning	Evidence of using data about student learning to guide planning and instruction	<ul style="list-style-type: none"> ● Differentiation in lesson planning and practice ● Analysis of classroom assessment ● Data driven curriculum revision work <ul style="list-style-type: none"> ○ Sample lesson/unit plan ○ Course syllabus ○ Intervention plan ○ Substitute lesson plan ○ Annotated learning objectives
3. Instructional Delivery		<ul style="list-style-type: none"> ● Annotated photographs of class activities ● Handouts or sample work ● Video/audio samples of instructional units
4. Assessment of/for Learning	Evidence of the use of baseline and periodic assessments	<ul style="list-style-type: none"> ● Samples of baseline and periodic assessments given ● Samples of both formative and summative assessment ● Graphs or tables of student results ● Records within electronic curriculum mapping tool <ul style="list-style-type: none"> ○ Brief report describing your record keeping system and how it is used to monitor student progress ○ Copy of scoring rubrics ○ Photographs or photocopies of student work with written comments ○ Samples of educational reports, progress reports or letters prepared for parent or students ○ Copy of disaggregated analysis of student achievement scores on standardized test ○ Copy of students' journals of self-reflection and self-monitoring
5. Learning Environment	Student survey summary information	<ul style="list-style-type: none"> ● Student survey summary information ● List of classroom rules with a brief explanation of the procedures used to develop and reinforce them ● Schedule of daily classroom routines ● Explanation of behavior management philosophy and procedures
6. Professionalism	Evidence of commitment to professional growth; Communication Log	<ul style="list-style-type: none"> ● Record of participation in extracurricular activities and events ● Record of professional development taken or given ● Examples of collaborative work with peers ● Evidence of communication with students, families, colleagues and community <ul style="list-style-type: none"> ○ Copy of classroom newsletter or other parent information documents ○ Sample copy of interim reports
7. Student Progress	Student Learning Objective Progress Form	<ul style="list-style-type: none"> ● Student Learning Objective document – Revised at midterm and end of year