

Principal Mid-Year Check-In 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 (PPGP), 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 PPGP. The form is submitted in TalentEd by the superintendent and is available for review by the principal.

Progress on Artifact Collection

Progress on PPGP Goals

Instructional Time as indicated by teacher attendance and timeliness (TimeForce)

Challenges

Solutions/Adjustments Needed**Recommended Support/Assistance****Other Comments**