

Assistant Principal Mid-Year Check-In Form SY15-16

During the Mid-Year Check-In meeting, the principal and assistant principal discuss progress to date on the Assistant Principal Portfolio, completing the professional learning activities on the Professional Growth Plan (PPGP), and School Leadership Time as indicated by assistant principal attendance. Challenges are discussed along with possible solutions. It is also a good time to discuss and schedule dates for the 2nd assistant principal observation.

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

Progress on Artifact Collection

Progress on PGP Goals

School Leadership Time as indicated by assistant principal attendance

Challenges

Solutions/Adjustments Needed

Recommended Support/Assistance

Other Comments