**Mid-Year Check-In Form**

The principal and guidance counselor discuss progress on completing the professional learning activities on the Professional Growth Plan (PGP) and collecting of artifacts as well as any upcoming observation. Challenges are discussed along with possible solutions.

Progress on PGP Goals:

Modifications Needed:

Recommended Support/Assistance:

**Professional Growth Plan**

**Artifact Review**

Using the *USVI Performance Evaluation Framework for Guidance Counselors*, both review the specific level descriptors for the component(s) for which artifacts are being collected to ensure that the artifacts will provide robust evidence of the guidance counselor’s performance on the component(s). The guidance counselor should offer possible examples of evidence that may be observed.

Progress on artifact collection:

Modifications Needed:

Recommended Support/Assistance:

**Observation (optional)**

Using the *USVI Performance Evaluation Framework for Guidance Counselors*, both review the specific level descriptors for the component(s) to be observed to ensure that the administrator will be able to record evidence of the guidance counselor’s performance for that component. The guidance counselor should offer possible examples of evidence that may be observed.

Upcoming event(s) for observation:

Possible examples of evidence:

**Guidance Counselor Time**

The principal and guidance counselor discuss Time as indicated by the guidance counselor’s attendance and punctuality.

Comments regarding Guidance Counselor Time: