

PDP Winter Progress Report

Name: _____ Position: _____ Date: _____

School/program: _____ Social Security Number: _____

TEAM MEMBERS PRESENT AT MEETING:

PROGRESS TOWARD GOAL: (Please make a summary statement of progress toward goal).

EVIDENCE OF STUDENT GROW: (Share student work/performance/results. Discuss with team members information and assessments gathered through one or more of the following: coaching, professional portfolios, action research, video/audiotaping, journaling, study groups, observations).

WHAT WORKED: (Specifics of strategies and how/why they were successful. Discuss with Team.)

WHAT NEEDS WORK: (What part of your plan didn't meet your expectation? Why not, and what might be done to improve it? What needs to happen with students, strategies, etc., to create successful results.)

STANDARDS: (Identify student growth attained toward the District and/or Minnesota Standards.)

NEXT STEPS:

TIMELINE:

_____	Achieved goal and will begin a new one	_____
_____	Will continue to work toward goal	_____
_____	Goal, objectives and/or strategies need revision.	_____
_____	Different goal, objectives and strategies need to be developed	_____

NEXT MEETING DATE: _____

SIGNATURES:

You: _____ Coach: _____

Supervisor: _____ Team Member: _____

Please note: Make three copies of this plan. Keep one copy for yourself. Give two copies to your PDP Site Coordinator. One copy will be kept at your site and the other copy will be forwarded to Human Resources. Each school should forward all completed PDP forms together in one packet versus each individual plan separately.