

## Sample Educator Mid-Year Conference Form (For Teachers and Administrators)

Educator: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

The Mid-Year Conference provides a formal opportunity for the educator and evaluator to discuss the Professional Learning Plan. The Primary Evaluator and educator will set aside time to discuss progress of Professional Learning Plan. If a Professional Learning Goal has been met before the end of the first semester, the educator should identify a new goal based on the priorities in his or her Self-Assessment and/or needs identified by the evaluator. It will be the responsibility of the Evaluator and educator to determine if the goals need to be altered. If, at the end of the year, a Professional Learning Goal is still in the process of being achieved, and the Teacher and evaluator feel as though it is important for the Teacher to continue working toward the goal, the Teacher can keep the same goal for up to one additional year. If, at the end of the second year, the goal is still not met, it should be revised such that the action steps will better lead to the goal being met (given the goal remains relevant).

	<b>Comments</b>
	<i>Based on all available evidence to date, comment on the educator's strengths as well as areas for development.</i>
<b>Professional Practice Goal 1</b>	<p><b>Key Strengths:</b></p>   <p><b>Priority Areas for Development:</b></p>

	<b>Comments</b>
	<i>Based on all available evidence to date, comment on the educator's strengths as well as areas for development.</i>
<b>Professional Practice Goal 1</b>	<p><b>Key Strengths:</b></p>   <p><b>Priority Areas for Development:</b></p>

<b>Professional Practice Goal 3</b>	<b>Comments</b>
	<p style="text-align: center;"><i>Based on all available evidence to date, comment on the educator's strengths as well as areas for development.</i></p> <p><b>Key Strengths:</b></p>  <p><b>Priority Areas for Development:</b></p>

**Additional comments:**

**If the educator is in danger of receiving a rating of "Unsatisfactory" or "Basic," the evaluator should check this box and the educator and his or her evaluator will revisit the Professional Growth Plan, revising action steps and setting appropriate benchmarks for the second semester.**

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_