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**CONVENTIONAL EVALUATION PROGRAM (CEP) PLAN**

**YEAR-END REPORT**

**Unit Member** Click or tap here to enter text. Position Click or tap here to enter text.

**Site** Choose a school. **School Year** Click or tap here to enter text.

[ ] **Temporary** [ ]  **Probationary – 1st Year** [ ]  **Permanent (CEP)**

[ ]  **Probationary – 2nd Year** [ ]  **Permanent (PDP)**

**Date of Year-End Report** Click or tap to enter a date.

**Directions**

1. Unit member updates the Continuum as needed. If updated, a copy is provided to the evaluator.
2. Unit member reflects on their Plan progress/completion, prepares the Year-End Report, and provides a copy to their evaluator not less than 5 work days prior to the Summative Evaluation conference which will occur no later than 30 calendar days before the unit member’s last contract day.
3. Note the overall evaluation will address all of the key elements in all Standards.
4. Document Maintenance:
	1. Year-End Report: Original - Personnel File & Copies - Unit Member and Evaluator
	2. The Continuum, if updated: Original - Unit Member & Copy - Evaluator

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| **Describe your successes.** Click or tap here to enter text. |
| **What challenges did you encounter?**Click or tap here to enter text. |
| **What evidence did you gather for your CEP Plan?**Click or tap here to enter text. |
| **How did your CEP Plan support student learning?**Click or tap here to enter text. |
| **How did your CEP Plan improve your practice?** Click or tap here to enter text. |
| **Is there anything else you would like to share that has positively impacted your craft, the school year, your students’ progress, and/or your growth (that your evaluator may not be aware of)?**Click or tap here to enter text. |

**Unit Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**