

## 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 2<sup>nd</sup> 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

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### Progress on PGP Goals

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### School Leadership Time as indicated by assistant principal attendance

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### Challenges

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### Solutions/Adjustments Needed

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### Recommended Support/Assistance

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### Other Comments

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