

## Second-Year Beginning Teacher Interim Requirements



**Second-Year Interim Requirements:** All Second-Year Beginning Teachers are required to submit their own Second-Year Interim Requirements Packets according to the schedule. Listed below are the documents that should be included in each Second-Year Interim Requirements File. Please arrange the items as listed, record missing data, and sign and return all documents as appropriate. All other information should be removed from the files prior to submission. These documents pertain to those collected during the previous and current school year.

### **BT2 Interim Requirements Submissions**

#### **Professional Development Center (PDC) Rooms 206/207**

Parkwood, Monroe, Forest Hills Clusters	May 16, 2016 3:00-5:00PM
Marvin Ridge, Weddington, Cuthbertson Clusters	May 17, 2016 3:00-5:00 PM
Porter Ridge, Sun Valley, Piedmont Clusters	May 18, 2016 3:00-5:00 PM

### **Beginning Teacher Second-Year Interim Requirements Verification**

#### **General Forms**

Cumulative File Data Form  
 LEA Statement-Interim Requirements Form

#### **Documents for 2014-2015**

**2014-2015 Record of Teacher Evaluation Activities Form (ROTEAF) that verifies:**

3 formal observations by an administrator  
 1 formal observation by a peer  
 Initial,  Mid-Year,  and End-of-Year Professional Development Plan with mentor and administrator signatures  
 Teacher Summary Rating Form  
 Professional Development Activity Log for 2014-2015  
 Mentor Timeline/Checklists for 2014-2015

#### **Documents for 2015-2016**

**2015-2016 Record of Teacher Evaluation Activities Form (ROTEAF) that verifies:**

3 formal observations by an administrator  
 1 formal observation by a peer  
 Initial,  Mid-Year,  and End-of-Year Professional Development Plan with mentor and administrator signatures.  
 Teacher Summary Rating Form  
 Professional Development Activity Log for 2015-2016  
 Mentor Timeline/Checklists for 2015-2016  
 Beginning Teacher Reflection Activity (did not attend support meeting during the current year)