


INTERIM REPORT—NEW TEACHING STAFF—GCOA-E4				
<p>To be completed by the administrator and returned to the assistant superintendent—human resources as follows:</p> <ul style="list-style-type: none"> By January 31 for term teachers employed full year and teachers new to the division By the end of their term for teachers in term positions of at least three months but less than one year. Summative report is not required. 				
Name:	School: Select one			
Grade/subjects taught:	<input type="checkbox"/> New teacher to profession <input type="checkbox"/> New teacher to division			
<p>From my observations of the work of this teacher, based on classroom visits and other contacts, I have formed the judgment checked below:</p> <p><input type="checkbox"/> I am satisfied with the progress this teacher is making.</p> <p><input type="checkbox"/> Although this teacher is having some difficulties, reasonable progress is being made.</p> <p><input type="checkbox"/> This teacher is encountering serious difficulties and is receiving further assistance.</p>				
ADMINISTRATOR COMMENTS				
<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; padding: 5px;"> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Administrator signature </td> <td style="border: none; width: 50%; padding: 5px;"> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Date </td> </tr> </table>			<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Administrator signature	<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Date
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TEACHER COMMENTS				
<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; padding: 5px;"> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Teacher signature </td> <td style="border: none; width: 50%; padding: 5px;"> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Date </td> </tr> </table>			<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Teacher signature	<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Date
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<p>A copy of this document must be submitted to the assistant superintendent—human resources and a copy given to the teacher.</p>				
<p><small>Page 1 of 1 ADMIN 09/2018</small></p>				

Effective Date:	December 7, 2004	Review Date:
Amended Date:	September 22, 2009; September 18, 2018	
Board Motion(s):	636/04; 252/09; 194/18	
Legal/Cross Reference:		