



**Cleveland Heights-University Heights  
Summative Teacher Assessment  
Checklist for Tier II**

- Please initial and date the completion of each designated activity.

**This completed checklist must accompany the submission of the evaluator's Narrative Summary.**

ASSESSMENT ACTIVITY	DATE	TEACHER	EVALUATOR
Letter of Intent <i>(by December 1<sup>st</sup>)</i>			
Initial Conference <i>(by February 15<sup>th</sup>)</i>			
Interim Report <i>(by April 1<sup>st</sup>)</i>			
Reflective Narrative completed by teacher <i>(by May 15<sup>th</sup>)</i>			
Narrative Summary completed by evaluator <i>(by May 15<sup>th</sup>)</i>			

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_