



**Cleveland Heights-University Heights Summative Pilot  
Evaluation Program Checklist**

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

This completed checklist must accompany each submission of observation and final summative assessment report forms.

<b>ACTIVITY</b>	<b>DUE DATE</b>	<b>TEACHER</b>	<b>ADMIN.</b>	<b>PEER</b>
Submit Letter of Intent	September 13th			
Self-Evaluation	September 21 <sup>st</sup>			
Two Smart Goals	1 <sup>st</sup> Friday of October			
Mandatory tuning of Smart Goals PD session	October 10th			
Peer Observation Cycle	By end of November			
<b>Administrator Observation Cycle 1</b>				
1 <sup>st</sup> Pre-Observation Questionnaire				
1 <sup>st</sup> Observation	By January 18 <sup>th</sup>			
1 <sup>st</sup> Post-Observation Questionnaire	By January 25 <sup>th</sup>			
Mandatory Review Meeting for Smart Goals	By January 29th			
2 <sup>nd</sup> Peer Observation Cycle	By March 8 <sup>th</sup>			
<b>Administrator Observation Cycle 2</b>				
2 <sup>nd</sup> Pre-Observation Questionnaire				
2 <sup>nd</sup> Observation	By May 1 <sup>st</sup>			
2 <sup>nd</sup> Post-Observation Questionnaire				
Final Summative Assessment Report	By May 10 <sup>th</sup>			
Pilot feedback session	May 22 <sup>nd</sup>			

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

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

Peer \_\_\_\_\_ Date \_\_\_\_\_