



**Cleveland Heights-University Heights
Performance Assessment Checklist**

- Please initial and date the completion of each designated activity.
- Limited Contract Teachers must have two observations or the equivalent.
- Continuing Contract Teachers must have one observation or the equivalent.

This completed checklist must accompany each submission of observation (3:18) and final summative assessment report (3:21) forms.

ASSESSMENT ACTIVITY	DATE	TEACHER	EVALUATOR
Self-Evaluation (3:10)*			
1 st Pre-Observation Questionnaire (3:15)			
1 st Observation (3:18) (by December 1 st for Limited Contract)			
1 st Post-Observation Questionnaire (3:17) (within two working days)			
Evaluation Conference (by December 15 th for Limited Contract)			
2 nd Pre-Observation Questionnaire (3:15)			
2 nd Observation (3:18) (Limited Contract)			
2 nd Post-Observation Questionnaire (3:17) (within two working days for Limited Contract)			
Final Summative Assessment Report (3:21) (by May 1 st for Limited Contract) (by May 1 st for Continuing Contract)			

Teacher _____ Date _____

Evaluator _____ Date _____