

# Frequently-Asked Questions\*

\*Information may not be current! Double-check when appropriate.

FAQ #1: What happens when an Intern is Uncertified?

FAQ #2: What if the “CIT Intern” already has significant teaching experience elsewhere?

FAQ #3: What’s the deal with the “New Educator Orientation Requirement?”

~~FAQ #4: What’s going to happen with this dramatic district reconfiguration?~~

FAQ #5: Show me the Money?

*From CIT Mentor Forum, September 18, 2023 & updated 9/16/2024*

# November's Frequently-Asked Questions\*

\*Information may not be current! Double-check when appropriate.

FAQ #6: How do I convince my Intern to invest time in Planning & Preparation?

~~FAQ #7: With this new Google Drive, why can't I just ...?~~

FAQ #8: What happens next with my reports?

FAQ #9: How do I approach APPR Evaluation with Interns?

*From CIT Mentor Forum, November 20, 2023*

# January Frequently-Asked Questions\*

\*Information may not be current! Double-check when appropriate.

[FAQ #10: How do I advise about Transfer Days?](#)

[FAQ #11: What do I do if my Intern is struggling?](#)

*From CIT Mentor Forum, January 8, 2024*

# September 2024 Frequently-Asked Questions\*


\*Information may not be current! Double-check when appropriate.

[FAQ #12: How do we submit Mentor Reports? Are we using the Google Drive again this year?](#)

*From CIT Mentor Forum, September 16, 2024*

# FAQ #1: What happens when an Intern is Uncertified?

- Most uncertified hires have a “Teacher Certification Action Plan” or “**TCAP**”
- Most uncertified hires are in PeopleSoft as “Contract Substitute” (code “REGS or “REGU”)
- Office of Human Capital’s Director of Staff & Educator Effectiveness [Kara Reidy-Vedder](#)
- [Tuition Reimbursement](#) ~~only through~~ ~~December 2023 toward “Initial Certificate.”~~ ~~TR will continue to be~~ is available toward “Professional Certificate.” (Available to those with “Initial,” “Transitional,” or “Internship Certificate”)
- Info at CIT Website: [www.rcsdk12.org/CIT/Certification](http://www.rcsdk12.org/CIT/Certification)


**Rochester City School District**  
 Office of Human Capital

The Rochester City School District is prohibited by law from continuing the employment of an educational professional who does not hold a valid teaching certificate. On or before June 30, 2023, you must provide the Office of Human Capital documentation that you hold a valid teaching certificate authorizing you to work in your current subject/area of assignment. Once you have provided us with documentation of valid NYS teaching certification, your probationary period will begin. This Teacher Certification Action Plan (TCAP) will help ensure you are informed and strategic as you pursue certification in your tenure area. This plan outlines the requirements that must be completed for you to obtain New York State Teaching certification.

**Employee Information:**

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Title/Location: \_\_\_\_\_ Grade Level: \_\_\_\_\_

CIT Mentor (if applicable): \_\_\_\_\_

**Certification Review Meetings:**

Initial Meeting: \_\_\_\_\_  
(Employee Signature)


Check-In Meeting: \_\_\_\_\_  
(Employee Signature)

Check-In Meeting: \_\_\_\_\_  
(Employee Signature)

Check-In Meeting: \_\_\_\_\_  
(Employee Signature)

Check-In Meeting: \_\_\_\_\_  
(Employee Signature)

Completion Meeting: \_\_\_\_\_  
(Employee Signature)


**Rochester City School District**  
 Office of Human Capital

Task	REQUIRED FOR CERTIFICATE	PROJECTED COMPLETION DATE	DATE COMPLETED	Done	Initials
ENROLL IN TEACHER CERTIFICATION PROGRAM	<input type="checkbox"/>			<input type="checkbox"/>	
REGISTER IN TEACH	<input type="checkbox"/>			<input type="checkbox"/>	
DETERMINE PATHWAY:	<input type="checkbox"/>			<input type="checkbox"/>	
EDUCATING ALL STUDENTS (EAS) TEST	<input type="checkbox"/>			<input type="checkbox"/>	
CONTENT SPECIALTY TEST	<input type="checkbox"/>			<input type="checkbox"/>	
CHILD ABUSE IDENTIFICATION WORKSHOP	<input type="checkbox"/>			<input type="checkbox"/>	
SCHOOL VIOLENCE INTERVENTION AND PREVENTION WORKSHOP	<input type="checkbox"/>			<input type="checkbox"/>	
DIGNITY FOR ALL STUDENTS ACT (DASA) WORKSHOP	<input type="checkbox"/>			<input type="checkbox"/>	
SUBMIT OFFICIAL TRANSCRIPTS	<input type="checkbox"/>			<input type="checkbox"/>	
APPLY FOR CERTIFICATION IN TEACH	<input type="checkbox"/>			<input type="checkbox"/>	
PAY ALL REQUIRED FEES	<input type="checkbox"/>			<input type="checkbox"/>	
OTHER:	<input type="checkbox"/>			<input type="checkbox"/>	

\_\_\_\_\_  
(Employee Signature)
\_\_\_\_\_  
(Date)
\_\_\_\_\_  
(Certification Specialist Signature)
\_\_\_\_\_  
(Date)

*From CIT Mentor Forum, September 18, 2023 & updated 9/16/2024*

# “CIT Intern” or “PS Uncertified?”

Certified or Almost Certified	Won't be Certified by Sept 2024
“Intern” Support <ul style="list-style-type: none"><li>Intern Status Reports &amp; Intern Final Report</li></ul>	“PS Uncertified” or “PS Per Diem” <ul style="list-style-type: none"><li>Intake Form &amp; Semester Reports (January, June)</li></ul>
<ul style="list-style-type: none"><li>Comprehensive formative feedback</li></ul>	<ul style="list-style-type: none"><li>Address Immediate Needs</li><li>Support (Time) same as Intern.</li></ul>
<ul style="list-style-type: none"><li>Support with completing Certification process (if needed)</li></ul>	<ul style="list-style-type: none"><li>Support with Certification process.</li></ul>
<ul style="list-style-type: none"><li>Monthly Admin Contact</li></ul>	<ul style="list-style-type: none"><li>Monthly Admin Contact (same as CIT Intern)</li></ul>
<b>DEFAULT to CIT Intern to start</b>	

*From CIT Mentor Forum, September 18, 2023 & updated 9/16/2024*

# Other Significant Info

- Teacher Evaluation
  - Should be completed by Supervisor
  - Important for reducing Probationary Period once certified
- What happens in June?
  - Goal is to support, grow, and retain promising teachers.
  - TCAPs for Contract Subs revisited in June before rehiring
- CIT Office will check in with mentors supporting “uncertified” folks in a few weeks to confirm status.

[www.rcsdk12.org/CIT/Certification](http://www.rcsdk12.org/CIT/Certification)

*From CIT Mentor Forum, September 18, 2023 & updated 9/16/2024*



## FAQ #2: What if the “CIT Intern” already has significant teaching experience elsewhere?

- Almost always starts as “CIT Intern,” even if experienced prior to coming to RCSD.
- CIT Mentor needs to observe work with students.
- If Intern has prior experience and demonstrates “effective” practice in all domains, collaborate on setting goals and providing support for continuing growth.
- If first “Intern Status Report” shows Intern to be “Effective” in all domains, you may wish to reach out to CIT Director to discuss shifting level of CIT support.

*From CIT Mentor Forum, September 18, 2023*

# FAQ #3: What's the deal with the "New Educator Orientation Requirement?"

The August "New Educator Orientation" program meets a contractual requirement for all teacher hires per RTA-RCSD Contract Section 15.2 for "up to five days . . . of orientation and in-services."

Total Attendance	196
Incomplete (missed sessions)	52
New Educators missed NEO	70

(*NOT to be confused with* the Office of Human Capital's "Onboarding" or monthly Friday "New Hire Sessions.")

Rochester City School District  
**CIT New Educator Orientation**  
 For NEW TEACHERS  
 Tuesday-Thursday, August 22<sup>nd</sup>-24<sup>th</sup>, 2023  
 8:30 AM – 2:30 PM  
 Edison Career and Technology High School, 655 Colfax Street  
 Find info and materials at the CIT Website here: [www.rcsdk12.org/CIT/NTO](http://www.rcsdk12.org/CIT/NTO).

**Tuesday, August 22, 2023**

8:00-8:50 AM Registration, Goodies, & Morning Snacks

8:50-9:20 AM **Welcome (or welcome back) to the RCSD - Auditorium**  
 Dr. Carmine Peluso, Superintendent of Schools  
 Dr. Adam Urbanski, Rochester Teachers Association President  
 Stefan Cohen, CIT Program Director

9:30-11:30 AM **Equity & Everyday Antiracism in the RCSD - Auditorium**  
 Noodle Haynes, Executive Director of Equity, Inclusion and Curriculum Program Audit  
 Yolanda Montalvo, Rochester Teacher Center

11:30 AM-12:30 PM **Lunch in the Cafeteria**  
 Thanks for lunch, RTA!

12:30-2:30 PM **Welcome to the Profession - Rooms TBA**  
 RTA Presenters

Please complete the on-line evaluation survey sent to your district email address.

The Career in Teaching (CIT) Department would like to thank all of our presenters, and . . .  
 For use of Edison Career & Technology High School, Superintendent Carmine Peluso, Edison Principal Luciana Peluso, and Principal Steven Humphrey, Head Custodian Alanae Conley & the entire Edison Staff  
 For Lunch, Snacks, & NEO Swag: Adam Urbanski, Alanae Peluso, and the Rochester Teachers Association;  
 Joe Leone and Carmine Regional Bank, Superior Bank Credit Union  
 Special Thanks for coordinating today's event, CIT Lead Teacher Mentors Patricia Adams, Tina Rowman, Angela Griffin, Annamaria Lucero-Tobias, Kim Strassman, and CIT Secretary Wendy Underhill!

Find info and materials at the CIT Website here: [www.rcsdk12.org/CIT/NTO](http://www.rcsdk12.org/CIT/NTO) (Updated 8/09/23) Page 1

CIT will be sending out information about meeting the contractual requirement by the end of September.

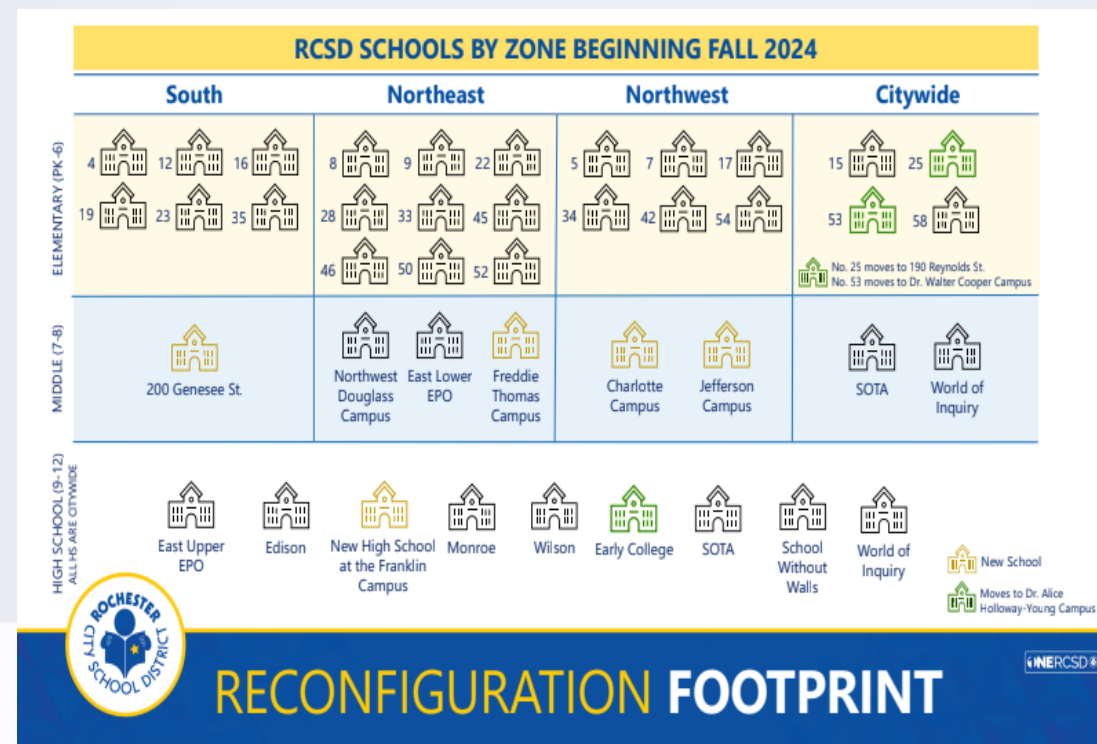
<http://www.rcsdk12.org/CIT/NTO>

From CIT Mentor Forum, September 18, 2023



# FAQ #4: What's going to happen with this dramatic district reconfiguration?

- What's the buzz?
- How to approach?
  - Model Calm
  - Acknowledge and validate feelings
  - Avoid speculation
  - Provide perspective
  - Don't lose focus on students
  - Don't dismiss your own valid emotional response.



*From CIT Mentor Forum, September 18, 2023*

## FAQ #5: Show me the Money?

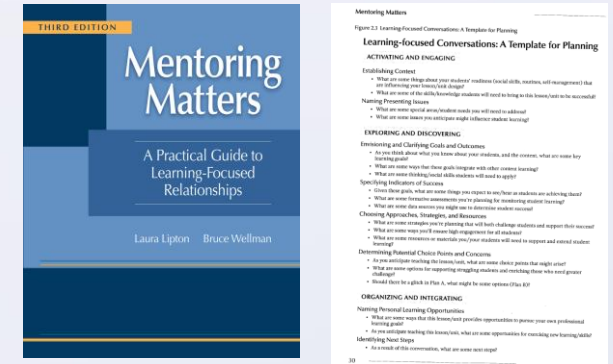
If you are activated, the CIT Mentor Stipend will typically appear in your paychecks in mid-October, with retroactive pay appearing in the subsequent paycheck.



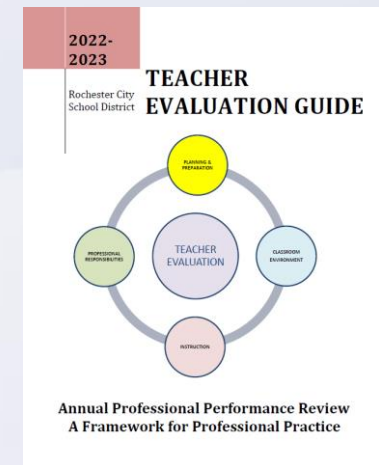
*From CIT Mentor Forum, September 18, 2023*

# FAQ #6: How do I convince my Intern to invest time in Planning & Preparation?

- Emphasize
  - ... how planning benefits kids
  - ... how planning allows you to be “in the moment”
  - ... how planning allows you to focus your attention and feel successful
  - ... how planning allows you to ‘respond’ and not ‘react’
- Share examples, templates
- Discuss the “Why”: purpose of lesson components
- Co-plan, model
- Third Point of Danielson rubric



*Mentoring Matters* pages 24-25, 30



*From CIT Mentor Forum, November 20, 2023*

# FAQ #7: With this new Google Drive, why can't I just ... ?

- “Share” vs. “Copy link”
- Organization
- Document “Ownership”
- Confidentiality
- Tracking

<https://docs.google.com/document/d/1WSb64pg9nBhPSbDLuod8K1guPY2KFhP5uryFwZnmPgM/edit>

## The CIT Google Drive for Mentor Reports - FREQUENTLY ASKED QUESTIONS

Be sure to consult the [CIT Google Drive Instructions for Mentors](#).

1. Why do it like this?  
See [“Why Do It Like This?”](#) in the Google Drive Instructions.
2. Why can't I (the Mentor) rename or directly share the “Intern Report on Mentor?”  
The “Intern Report on Mentor” sharing settings have the Intern as “Editor” and the Mentor as “Viewer.” Only the “Editor” can rename the document and directly share it. To share, you need to click “Copy link,” and then paste the link into an email. See #3 in the instructions for [“How to share or find the link to a Google Doc”](#) in the Google Drive Instructions.
3. Why can't I just “Share” a completed and signed document with Stefan or CIT?  
When you choose not to complete the blank form already in your CIT Department Google Drive folder, we ask that you upload completed and signed documents directly into the appropriate folder in the CIT Department Google Drive, and rename them to match the format of the pre-loaded documents. This helps the CIT Office to check in reports and to ensure we have the necessary access. Review [#7 in the Google Drive Instructions](#) for details.
4. Do I need to complete the Digital Signature Form if I am the “Editor” of the form?  
The person who is the “Editor” of the form (the “author” who completes it) should be the only person with permission to type in it or make changes. Therefore, only the person who is NOT the author (“Editor”) needs to submit a Digital Signature Form to indicate that it has been read and reviewed. If you already submitted a Digital Signature Form as author of the document, don't worry about it. No harm done. Review [#7 in the Google Drive Instructions](#).
5. Should I use the “Template” form? Or should I use the form pre-loaded in my own Google Drive folder?  
Simplest is to use the forms pre-loaded in your Google Drive Folder. That ensures that the CIT Department retains “ownership” of the document in case we need to rename it or change sharing permissions.  
  
If you complete one of the “Template” forms that you copied from the “TEMPLATE DOCUMENTS” folder, you may need to “Transfer Ownership” to CIT\_Dept@rcsd121.org. The same may be true if you upload your own Microsoft Word or Google Doc form. More info here: <https://support.google.com/docs/answer/2494892?hl=en&co=GENIE.Platform%3DDesktop>.  
  
If you print, sign, and scan a hard copy of the form, follow the directions to upload and rename the document in your Google Drive folder. Review [#7 in the Google Drive Instructions](#) for details.
6. Can I use the old Microsoft Word version of the CIT forms?  
Simplest is to use the forms pre-loaded in your Google Drive Folder with the appropriate sharing permissions already set. If you already have a completed, reviewed, and signed Microsoft Word

*From CIT Mentor Forum, November 20, 2023*



# FAQ #8: What happens next with my reports?

1. Wendy checks them in.
2. CIT Governing Panel contact reviews them and provides feedback.
3. They became the springboard and/or reference point for ongoing Mentor work.

Please edit the name of this document using the format: "MENTORLASTNAME\_CIT Panel First Status Report Review"

### CAREER IN TEACHING

#### CIT Panel Status Report Review - Intern Status Reports

Lead Teacher Assigned as Mentor:		
Reviewed By:		
Date of Review:		
Intern Names:	Date Received:	First Status Report Review <input type="checkbox"/> Second Status Report Review <input type="checkbox"/>

COMMENTS/CONCERNS ABOUT STATUS REPORTS:

☐ Clear, direct statements of intern strengths/challenges  
☐ Sufficient observations and conferences  
☐ Includes specific examples to illustrate intern's progress

☐ Quality of information useful for CIT Panel decisions  
☐ Evidence aligns with domains and supports domain rating  
☐ Includes indication of ongoing work with intern

☐ Not enough information: more specific details needed on \_\_\_\_\_'s report.  
 Quality of information needs improvement: ☐ Not specific ☐ Inconsistent ☐ Illegible ☐ Other (see below)  
☐ Insufficient number of observations listed ☐ Insufficient number of conferences listed  
☐ Missing reports (list intern names): \_\_\_\_\_  
☐ Missing signature(s): Please sign and return to CIT Office.  
☐ Other: \_\_\_\_\_

**Domain 1 Planning and Preparation**

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**Domain 2 Classroom Environment**

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**Domain 3 Instruction (or Delivery of Service)**

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**Domain 4 Professional Responsibilities**

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OVER

CIT Panel Member has permission as "Editor." CIT Mentor has permission as "Viewer" or "Commenter."  
CIT Governing Panel Status Report Review, revised and approved, November 2017

page 1

#### CIT Panel Status Report Review (continued)

COMMENTS/CONCERNS ABOUT INTERN REPORT ON MENTOR:

Feedback re: mentoring items checklist and narrative comments:

SUGGESTIONS or ACTION NEEDED

Based on Intern Status Reports and/or Intern Reports on Mentor:

☐ Conference Needed

☐ Conference Held

Date: \_\_\_\_\_

**If hard copy . . .**  
**PANEL MEMBERS:** Please submit signed review at next CIT Governing Panel Meeting or to CIT Office.  
**MENTORS:** Please return signed review to the CIT Office, CO-2 within TEN DAYS.

**If on-line only . . .**  
**PANEL MEMBERS:** When complete, please type your "signature" and "share" the link to this review with the CIT Mentor.  
**MENTORS:** Please review and sign using the CIT Report Digital Signature Form (link below) within TEN DAYS.

Signatures acknowledge that the report has been read, and do not necessarily indicate agreement. Mentors may add a written response or comments below, as an attachment, or in the digital signature form.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CIT Report Digital Signature Form

CIT Mentor signature

If this is being signed digitally, type names into the signature boxes above, and the CIT Mentor must click [here](#) to complete the [CIT Report Digital Signature Form](#) using the Mentor's RCSD Google account (Mentor's 7-digit ID#) (rcsd121.org).

CIT Panel Member has permission as "Editor." CIT Mentor has permission as "Viewer" or "Commenter."  
CIT Governing Panel Status Report Review, revised and approved, November 2017

page 2

CIT Mentor and CIT Governing Panel Timeline*	
(*Specific procedures for submitting reports, providing feedback, obtaining signatures, etc. are subject to change as part of efforts to reduce "paperwork traffic.")	
CIT Governing Panel Members	Assigned CIT Lead Teacher/Mentors
Meet assigned mentors in <b>September</b> at a joint Mentor-Panel Member Forum to discuss Panel Observations, expectations, etc.	Meet Panel Contact at the September CIT Mentor Forum (introductions, scheduling, expectations, etc.).
At late <b>November</b> Panel Meeting, receive Intern Status Reports and Intern Reports on Mentor for Review.	If assigned Interns, complete Fall Intern Status Report and submit signed copies of "Intern Status Report" and "Intern Report on Mentor" to the CIT Office at November Forum.
Complete Status Report Reviews (one per mentor) and bring signed copies to <b>December</b> Panel meeting.	Return signed Status Report Reviews to CIT Office or to January Mentor Forum.
Schedule Panel Observation of Mentors working with an Intern (one per mentor) as soon as possible. Best to begin observations in <b>November/December/January</b> .	
Provide written feedback using "Lead Teacher Assigned as Mentor Observation Form." Submit observation reports to CIT Office as they are completed. All observations should be complete by <b>March 31<sup>st</sup></b> .	Return signed "Lead Teacher Assigned as Mentor Observation Form" within ten days of receipt to the CIT Office. All observations should be complete by March 31 <sup>st</sup> .
At late <b>March</b> Panel Meeting, receive Intern Status Reports and Intern Reports on Mentor for Review.	If assigned Interns, complete Spring Intern Status Reports and submit signed copies of "Intern Status Report" and "Intern Report on Mentor" to the CIT Office at March Forum.
If Intern is struggling and not recommended for continuation, Final Reports should be sent by mentors directly to CIT Office by <b>April 15<sup>th</sup></b> .	
Complete Spring Status Report Reviews (one per mentor) and bring signed copies to <b>April</b> Panel meeting.	Return signed Status Report Reviews to CIT Office or to May 21st Mentor Forum.
Schedule End-of-year Mentor Review of Records for end of <b>May</b> .	If assigned Interns, complete Intern Final Reports in time for Review of Records meeting.
Complete Recommendations for Continuation and Submit with Intern Final Reports and Mentor Review of Records at <b>June</b> Panel Meeting.	Complete Mentor Self-Assessment and assemble written records for Review of Records meeting.

From CIT Mentor Forum, November 20, 2023

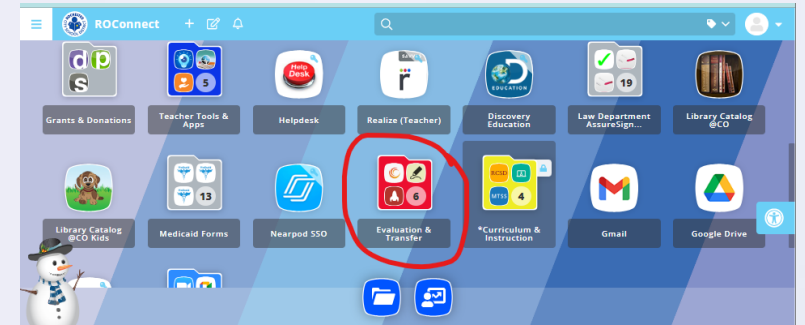
## FAQ #9: How do I approach APPR Evaluation with Interns?

1. Whenever possible, ease their anxiety.
2. Frame suggestions as ways to help them do their best work for students (not “because your admin will be looking for . . .”).
3. Frame it as “Feedback” (not “Pass/Fail” or “getting dinged” for doing something wrong).
4. Drain some of the mystery. Steer them to resources ([www.rcsdk12.org/CIT/APPR](http://www.rcsdk12.org/CIT/APPR)).
5. Provide perspective: verbal feedback from supervisor, facial expressions, body language vs. what ends up in writing.
6. Remind them that if something is unfair, there is a clear due process by which to address it. Our teacher’s union will help us if we need it.

*From CIT Mentor Forum, November 20, 2023*



# FAQ #10: How do I advise about Transfer Days?



If in school that is closing: Participate in Transfer Process!

If teacher is not yet NYS certified:

- Can't participate in 'Voluntary Transfer'
- If certified by 'Transfer Days' in May/June, their position will not be listed as a "vacancy," and they can participate in later rounds.

Remind Interns who participate in the transfer process to alert building supervisors (great opportunity for discussion about next year).

*From CIT Mentor Forum, January 8, 2024*

# FAQ #11: What do I do if my Intern is struggling?

- Call the CIT Office!
- Document in your Mentor Log
- When needed, know your boundaries, and check that the Intern has external supports
- If “Ineffective” ratings are not showing improvement, consider “Statement of Concern.”

**Career in Teaching  
Statement of Concern**

NOTE: Complete this document if an Intern is assessed as ineffective in one or more of the elements within the following Domains: Planning and Preparation, Classroom Environment, Instruction, or Professional Responsibilities.

Intern: \_\_\_\_\_ School: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Panel Contact: \_\_\_\_\_

Describe the area(s) of difficulty: While all of the elements of the 4 domains of professional practice are related in some way, specific elements in the following areas are impacting the overall instructional practices and classroom environment.

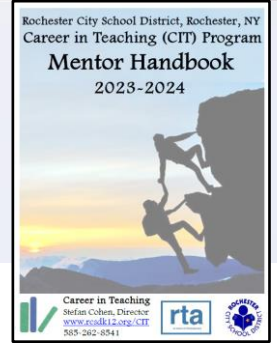
Areas of Difficulty	Plan of Action
Domain 1, component 1b: Demonstrating Knowledge of Students Instructional planning does not consistently incorporate knowledge of students' needs (as has been done effectively with co-teacher with small groups).	<ul style="list-style-type: none"> <li>Scaffold instruction for both students who have and have not been identified as having special needs.</li> <li>Adhere to the modifications and accommodations that are listed in the IEP.</li> </ul>

Mentor Handbook, pp. 33-35

## Struggling Interns

When you notice your Intern is struggling, you must continue to be supportive, but also honest in your feedback.

- **Keep in mind at all times that our goal as mentors is to help our Interns fix the problem, not the blame.**
- Make sure you spend sufficient time in your Intern's classroom to assist and offer guidance. Ask for help if needed.
- If you feel that an Intern is struggling, **contact the CIT Director to discuss your concerns.** Set up an observation time for Stefan to visit your Intern's classroom.
- **Be honest with your Intern, but without judgment.** Identify problems, but make sure your role is one of support, and that the goal is growth. Assume your Intern wants to succeed.
- Use your Learning-focused Conversation skills in conferences with the Intern. Use specific examples from your observations and the evaluation rubric as “Third Points” to discuss your concerns.
- **Frame struggles as challenges or obstacles to overcome.**
- If any rubric domains rate “Ineffective,” you must be honest in your November Status Report ratings.
- Avoid blame, scolding, or a judgmental tone in the report. Avoid speculation about motivation and effort. Use examples, but don't “pile on.” **Frame issues as ongoing work with goal-setting and next steps.**
- If your concerns have surfaced since the November Status Report, **or your Intern has not improved** since the last Status Report, please complete a **Statement of Concern.**
- Find out how the Intern performed on the formal observation. If the administrator indicated the observation “Raised Serious Concern,” schedule a meeting with the administrator and Intern to develop an action plan. Alert Stefan.
- If your intern does not show improvement, a **Mid-Year Ineffective Report** should be completed and given to Stefan at or before the January Mentor Forum.
- Throughout the second semester, continuously communicate with Stefan about your Intern's progress.
- **All CIT Intern reports are confidential and should NOT be shared with the Intern's administrator.**



*From CIT Mentor Forum, January 8, 2024*

# FAQ #12: How are we signing and submitting reports in 2024-2025?

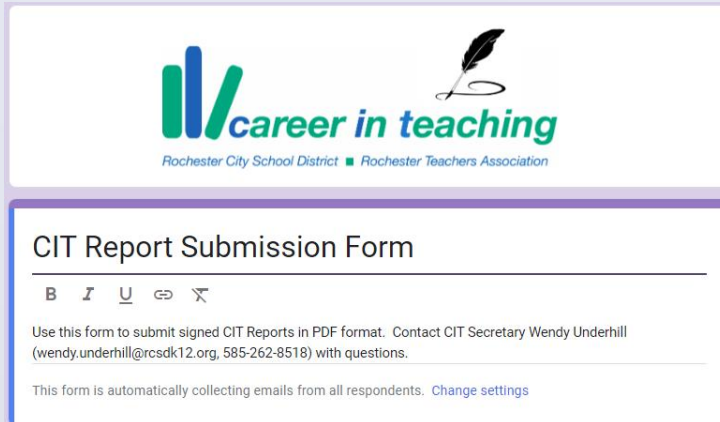
By mid-October, all documents will be signed and submitted in PDF format by using the [CIT Mentor Report Inbox Form](#). You will

- Submit a scan of a signed hard copy or
- Use a Google Doc Template form and then submit a PDF file generated using the Google Doc “eSignature” feature (see slides below).
- CIT will check in the submitted, signed documents and place them in Google Drive folders (currently under construction) for your “view only” reference.
- We will be offering updated [detailed instructions](#) and support sessions throughout October and November.
- For now, please use the Microsoft Word documents at the CIT Website (<https://www.rcsdk12.org/Page/59143>) while we are updating our forms with the eSignature feature. See slides below for a preview!

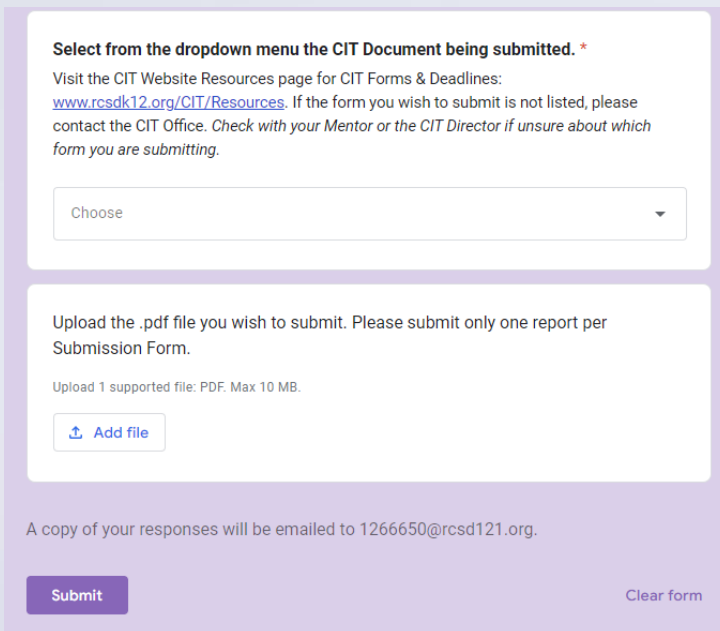
*Following CIT Mentor Forum, September 16, 2024*

# FAQ #12: How are we signing and submitting reports in 2024-2025?

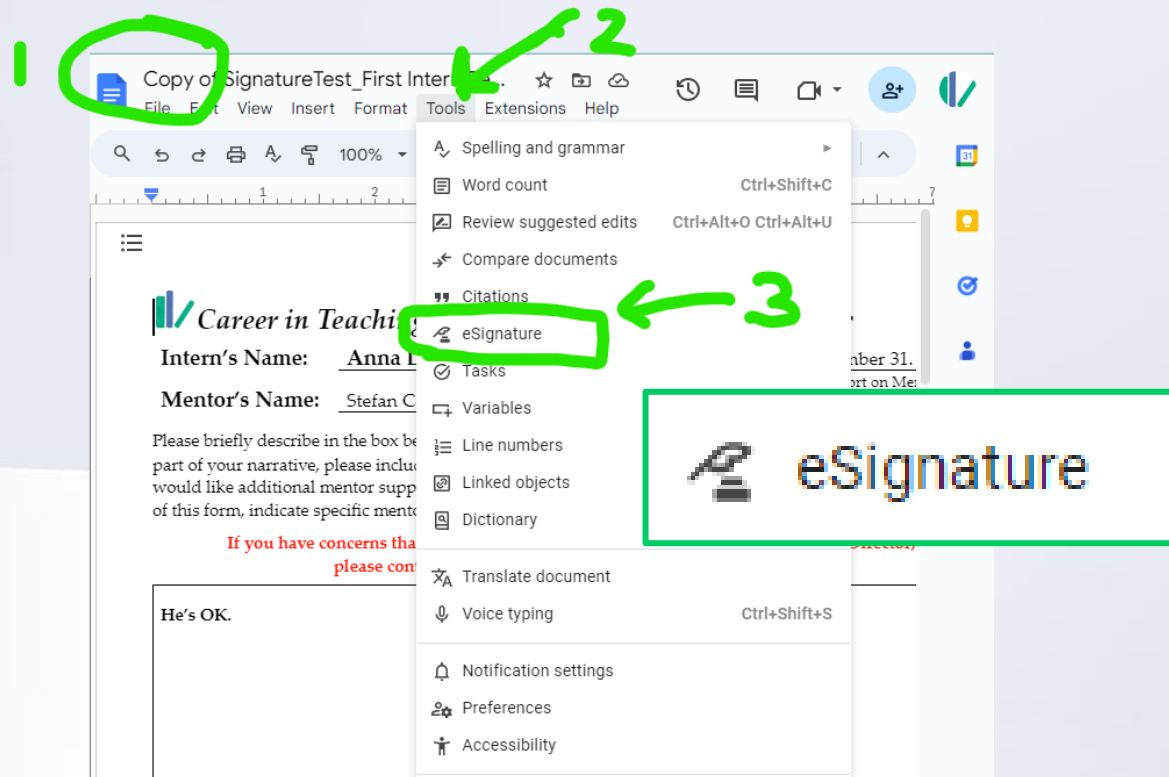
- Submit a scan of a signed hard copy or
- Use a Google Doc Template form (available soon) and then submit a PDF file generated using the Google Doc “eSignature” feature.



The header of the CIT Report Submission Form features the 'career in teaching' logo, which includes a stylized 'W' and a quill pen. Below the logo, it identifies the 'Rochester City School District' and the 'Rochester Teachers Association'. The form title 'CIT Report Submission Form' is prominently displayed. A rich text editor toolbar with icons for bold, italic, underline, link, and unlink is visible. A paragraph of text provides instructions on how to submit the report in PDF format and contact information for Wendy Underhill, the CIT Secretary. At the bottom of this section, a note states that the form automatically collects emails from all respondents, with a link to 'Change settings'.



The body of the form contains a dropdown menu for selecting the document type, with a 'Choose' option. Below this is an upload section that instructs users to upload a .pdf file, with a maximum size of 10 MB. An 'Add file' button is provided for this purpose. At the bottom of the form, a message states that responses will be emailed to 1266650@rcsd121.org. There are two buttons at the very bottom: a purple 'Submit' button and a 'Clear form' link.



Following CIT Mentor Forum, September 16, 2024



# FAQ #12: How are we signing and submitting reports in 2024-2025?



## CIT Report Submission Form

B I U  

Use this form to submit signed CIT Reports in PDF format. Contact CIT Secretary Wendy Underhill (wendy.underhill@rcsdk12.org, 585-262-8518) with questions.

This form is automatically collecting emails from all respondents. [Change settings](#)

### Select from the dropdown menu the CIT Document being submitted. \*

Visit the CIT Website Resources page for CIT Forms & Deadlines:

[www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/Resources). If the form you wish to submit is not listed, please contact the CIT Office. Check with your Mentor or the CIT Director if unsure about which form you are submitting.

Choose

Upload the .pdf file you wish to submit. Please submit only one report per Submission Form.

Upload 1 supported file: PDF. Max 10 MB.

 Add file

A copy of your responses will be emailed to 1266650@rcsd121.org.

Submit

Clear form

SignatureTest\_First Intern Report on ...

File Edit View Insert Format Tools Extensions Help

Search

eSignature

INSERT FIELDS FOR

Mentor signature

FILLABLE FIELDS

Signature

Initials

Name

Text field

AUTO FILLED FIELDS

Date signed

Request eSignature

Career in Teaching First

Intern's Name: Anna Leone-Toba

Mentor's Name: Stefan Cohen

Please briefly describe in the box below how your part of your narrative, please include specific examples of your narrative, please include specific examples of your narrative, please include specific examples of your narrative. If you need of this form, indicate specific mentoring activities

If you have concerns that you would please contact the CIT Office

He's OK. 4

The new Google Doc “eSignature” feature will generate a validated “signed” document in PDF format to submit via the [CIT Mentor Report Inbox Form](#).

Mentor signature:	<i>Stefan Cohen</i>	Mentor name:	Stefan Cohen	Date:	2024-07-19
Intern signature:	<i>Anna Maria Leone-Tobar</i>	Intern name:	Anna Maria Leone-Tobar	Date:	2024-07-21

Following CIT Mentor Forum, September 16, 2024