**CIT End-of-Year INTERN FINAL REPORTS & REVIEW OF RECORDS**

**If you are working with Interns**, your CIT Panel Contact will schedule your **Review of Records** meeting in late May or early June to discuss your Intern Final Reports and to review your mentor paperwork. Please arrange for a mutually convenient time to meet (in person or using Microsoft Teams/Zoom. (If you were assigned to support an Intern after the school year began—“off cycle”—I will contact you directly about your timeline.)

The Review of Records is an informal dialogue about the process you use to monitor and document your Intern’s progress. It allows time to discuss your recommendations for your Interns, and it is intended to support you in your efforts and to provide important feedback to the CIT Governing Panel about our procedures. This meeting should be a pleasant, satisfying way to close out your mentoring year.

See [below](#GUIDELINES) for guidance in writing your **Intern Final Reports**.

To prepare for this meeting, use the ***“End of Year Checklist”*** (see [below](#CHECKLIST), or find at the CIT Website Mentor Resources page: [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/resources)). We are trying to limit the exchange of hard copies, so you will want to bring a laptop or tablet. The “***Checklist***” will help you determine what items you need to be ready to share. Please note:

* In-person ***or***Remote conferences (using Zoom, Microsoft Teams, etc.) are fine.
* **Intern Final Reports should be completed and reviewed with your Interns prior to your Review of Records meeting**. See the “*End of Year Checklist*” [below](#CHECKLIST) for details.
* When the Intern Final Report is complete and signed by you and your Intern, make sure to submit the signed PDF using the [**CIT Mentor Report Inbox Form**](https://forms.gle/Yap96N2w89zqAgZQ8). That way, the Panel Contact can review the document prior to your Review of Records meeting. Be prepared to share the document on-line or bring a hard copy to your meeting.

**If you are only supporting teachers with Professional Support**, a Review of Records is not required. Make sure your CIT Google Classroom Mentor Calendar Google Sheet is updated and please submit the Professional Support Semester Report and PD Log using the [**CIT Mentor Report Inbox Form**](https://forms.gle/Yap96N2w89zqAgZQ8).

**You can find blank forms, guidelines, a checklist, and sample reports by scrolling down to “End-of-Year Forms” on the CIT Mentor Resources page:** [**http://www.rcsdk12.org/CIT/Resources**](http://www.rcsdk12.org/CIT/Resources)**.**

Refer questions to [Stefan](mailto:stefan.cohen@rcsdk12.org). Enjoy!

See the following pages for:

**Some Guidelines for Writing CIT Intern Final Reports** (page 2)

**End of Year Checklist** (page 3)

**Sample CIT Governing Panel Review of Written Records Form** (page 4)(to be completed by CIT Governing Panel Contact)

**** **Some Guidelines for Writing CIT Intern Final Reports:**

You can find **blank forms** and **sample reports** by scrolling down to “End-of-Year Forms” on the CIT Mentor Resources page: [**http://www.rcsdk12.org/CIT/Resources**](http://www.rcsdk12.org/CIT/Resources).   
Submit signed PDF forms using the [**CIT Mentor Report Inbox Form**](https://forms.gle/Yap96N2w89zqAgZQ8).

* Part A of your Intern Final Report should ***open with a clear recommendation for continued employment***.
  + “Highly Recommend” indicates the exceptional Intern who stands out from other new teachers based on the Intern’s significant impact on students, strong work ethic, effective teaching practices, professional growth, and positive contributions to the district. This is the Intern that we would hate to lose, and that we want to make every effort to keep.
  + “Recommend” indicates that the Intern is doing a good job, shows solid growth and potential, and has met professional standards that merit “effective” ratings. We are happy to retain this Intern as a colleague.
  + “Not Recommend” will already have been discussed prior to writing this report.
* Include the number of observations and conferences that form the basis for your recommendation (refer to samples). If relevant, you could include brief context about the teacher’s previous teaching experience.
* Make the case for continuation (or not). What makes the Intern a positive addition to the district (or not)? Describe the Intern’s potential for ongoing contributions to the district. How has this Intern had an impact on students? How does this Intern relate to students, colleagues, and families? When applicable, you could include the value (if relevant) of the teacher’s previous experience.
* You should describe the Intern’s growth and strengths but also be sure to include any ongoing challenges and professional development needs, including recommendations for Professional Support.
* Be guided by the Danielson rubrics (but avoid a component-by-component accounting). This is a summative review, and while it should describe specific strengths and weaknesses, it does not require the detailed examples that you used as evidence in your Intern Status Reports.
* Part B can be a bullet list of ways you supported your Intern (refer to samples).
* You need to go over the report with your Intern and ***obtain signatures*** (either hard copy or using the Google Doc eSignature feature) prior to your Review of Records meeting with your CIT Panel Contact. See [CIT Mentor Report Instructions – How to Sign and Submit](https://docs.google.com/document/d/1tE2hk575_FXYU-bRfCREL6tgKD_St8kM_dpdvYf8QTc/edit?usp=sharing).

Refer to the ***“End of Year Checklist”*** [below](#CHECKLIST) and at the CIT Mentor Resources page: [www.rcsdk12.org/CIT/resources](http://www.rcsdk12.org/CIT/resources). It describes what to bring with you to share with your CIT Governing Panel Contact.

Refer questions to [Stefan](mailto:stefan.cohen@rcsdk12.org). Enjoy!

**CIT END-OF-YEAR CHECKLIST**

**If you are working with Interns**, you should hear soon from your CIT Panel Contact to schedule your Review of Records in person (or via Microsoft Teams/Zoom).  The Review of Records is an informal dialogue about the process you use to monitor and document your Intern’s progress. It allows time to discuss your recommendations for your Interns. It is intended to support you in your efforts and to provide important feedback to the CIT Governing Panel about our procedures. This meeting should be a pleasant, satisfying way to close out your mentoring year.

**For 2025:** We want to provide options for **limiting the exchange of hard copies** at our Review of Records meetings, although you may find it easier to discuss your Interns and mentor paperwork with printed documents in hand. It is up to you, as long as your CIT Panel Contact will be easily able to examine the items on the checklist below. If you are not bringing hard copies, you will need to have your laptop or tablet with you (please, don’t make your Panel Contact look at your phone!). The goal of these meetings is to document the completion of your mentoring responsibilities, and more importantly, to facilitate constructive discussion about your mentoring work.

**Review the following items at your Review of Records meeting:**

* Intern Final Reports, signed by you and your Interns   
  Make sure you have uploaded your signed PDF “Intern Final Reports” using the [CIT Mentor Report Inbox Form](https://forms.gle/Yap96N2w89zqAgZQ8). That way, your Panel Contact can review the documents prior to your Review of Records meeting.
  + Mentor Calendar from the CIT Google Classroom Google Sheet  
    Be prepared to share your calendar with your Panel Contact from your laptop/tablet, or you may prefer to print out a copy (be careful to select the number of pages to print).

If you track your email correspondence separately, you may wish to share a printed list of email (instructions for that here: [Print a list of messages from Outlook](https://support.office.com/en-za/article/Print-a-list-of-messages-contacts-or-tasks-e711ccd9-240f-4800-8ed7-ccfd587af61d)[[1]](#footnote-1)) or you can show your Panel Contact your correspondence on your computer (please don’t print out every email).

* Mentor PD Log (written or typed list of PD you attended this year)

You can submit a TrueNorthLogic transcript once that is available using the [CIT Mentor Report Inbox Form](https://forms.gle/Yap96N2w89zqAgZQ8). Be sure to limit the transcript to items from July 2024 to the present. (We don’t need to see every PD you have ever attended!)

* + Intern Log (spiral notebook or equivalent).    
    See note above about email correspondence.
  + Observation/Conference Feedback   
    For example, the Collaborative Mentor-Intern Feedback Forms, or other written feedback.
  + Status Reports, Intern Reports on Mentor, Peer and Panel Observation Reports, and any other relevant paperwork.

**Please keep all paperwork filed somewhere safe for three years.  
All of the forms attached (and other useful documents) can be found at the   
CIT Website Resources page:** [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/Page/258) .

***This is being shared so you know what to expect at the Review of Records meeting. DO NOT COMPLETE THIS ON YOUR OWN AHEAD OF TIME.***

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| ***Career In Teaching Program - Review of Written Records***  **Note: This review is to be completed by a CIT Panel Member for inclusion in the CIT file.** |

Lead Teacher Assigned as Mentor **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date of Review **\_\_\_\_\_\_\_\_\_\_\_**

Reviewed by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Records | Comments | | | | |
| **Calendar**  **\*share with Panel Member** | Reviewed with Mentor today.  Updates monthly on CIT Google Classroom.  Will update by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .  Was unaware of requirement or unable to complete. | | | |  |
| **Mentor Log (Mentor’s green spiral or equivalent, notes, correspondence, etc.)** |  | | | | |
| **Written Feedback for Intern**  **(Feedback forms, etc.)** |  | | | | |
| **Copies of Intern Status Reports,**  **Intern Reports on Mentor, and Status Report Reviews** | Complete and Signed  Missing Items (explanation)  Organized Record-keeping |  | | | |
| **Professional Development Log**  ***(Workshops attended and/or presented)***  **\*share with Panel Member** | Mentor PD Log Total Hours \_\_\_\_\_  **Attach PD Log to this form.** | | Notes on Mentor PD: | | |
| **Panel Observation** | Conducted by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Not conducted (explanation) | | | | |
| **Peer Observation** | Conducted by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Not conducted (explanation) | | | | |
| **Mentor Self-Assessment**  **(for New Mentors only)**  **\*share with Panel Member** | Submitted today  Already sent to CIT   Will send to CIT by June 15th | | |  | |
| **Intern Final Reports**  **\*share with Panel Member** | Reports Complete and Ready to Review  **Panel Member reviewed Reports with Mentor**  Missing Reports (explanation) | | |  | |
| **Other Comments** |  | | | | |

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| **Quality of Written Records**  Proficient  Needs Improvement |

CIT Reviewer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

LT/Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

**A LT-Mentor may attach a written response to this form. Please return signed form to CIT Office, CO-2.**

1. Hyperlink to <https://support.office.com/en-us/article/Print-a-list-of-messages-contacts-or-tasks-e711ccd9-240f-4800-8ed7-ccfd587af61d> . [↑](#footnote-ref-1)