**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) .

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)