**CIT END-OF-YEAR ITEMS**

**If you are working with Interns**, you should hear soon from your CIT Panel Contact to schedule your Review of Records.  Please arrange for a mutually convenient time to meet.  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. (Sample form on back of this page.)

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

* Interns’ Final Reports, signed by you and your Interns.
(If you can, send reports to your Panel Contact (unsigned is fine) as an email attachment in advance of your meeting. Then bring a hard copy with signatures to submit. Make sure to keep a copy for yourself.)
* Mentor PD Log (written or typed list of PD you attended this year)

You can send along a TrueNorthLogic transcript once that is available.

**Bring to show, but DO NOT SUBMIT, at your Review of Records meeting:**

* + Intern Log (spiral notebook or equivalent).
	+ Mentor Calendar from the CIT Google Classroom
	Please print out a copy to turn in (be careful to select the number of pages to print), or you may prefer to share it with your Panel Contact from your laptop/tablet/phone.

If you track your email correspondence separately, you may wish to bring 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 (don’t print out every email).

* + Observation/Conference Feedback
	For example, the Collaborative Mentor-Intern Feedback Forms, or other written feedback.
	+ Copies of 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. You are not expected to complete this on your own ahead of time.***

|  |
| --- |
| ***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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Records | Comments |
| **Calendar** | [ ]  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 Submitted [ ]  Missing Items (explanation) |  |
| **Professional Development Logs*****( Workshops attended and/or presented)*** | [ ]  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)** | [ ]  Submitted today [ ]  Already sent to CIT [ ]  Will send to CIT by June 15th  |  |
| **Other Comments** |  |

|  |
| --- |
| **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)