**** **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. Enjoy!