**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.  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.) This meeting should be a pleasant, satisfying way to close out your mentoring year.

**If you are only supporting teachers with Professional Support**, a Review of Records is not required. Please submit the Professional Support Semester Report, Mentor Calendar Google Sheet, and PD Log directly to the CIT Office (or email to [CIT@rcsdk12.org](mailto:CIT@rcsdk12.org)).

**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 Calendar from the CIT Google Classroom Google Sheet  
    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).

* 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).    
    See note above about email correspondence.
  + 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.***

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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**  **\*submit to Panel Member** | Printed and Submitted 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 Submitted  Missing Items (explanation)  Organized Record-keeping |  | | | |
| **Professional Development Log**  ***(Workshops attended and/or presented)***  **\*submit to 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)**  **\*submit to Panel Member** | Submitted today  Already sent to CIT   Will send to CIT by June 15th | |  | | |
| **Intern Final Reports**  **\*submit to Panel Member** | Reports Ready to Review  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)