

**Holton Public Schools**  
**Mid-Year Professional Growth Plan (PGP) Summary Report**  
**Instructional Administrators**

This form is to be completed by the staff member as a summary of progress toward the completion of the goals outlined in the staff member's Professional Growth Plan (PGP).

**Employee's Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**1. Please discuss the progress that you have made toward the completion of the goals or objectives outlined in the Professional Growth Plan (PGP) for the 2015-2016 school year.**

**2. Please discuss the specific goals that you have outlined for the remainder of the 2015-2016 school year based upon those performance goals outlined in the Professional Growth Plan (PGP) that have not been completed yet.**

**3. Please identify resources or support that are needed from the Superintendent's office to help you achieve progress toward goal or objective completion, as outlined in your Professional Growth Plan (PGP).**

**This finalized / signed form is due to the evaluator within 10 working days of the mid-year discussion.**

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of the employee acknowledges completion of the mid-year progress summary meeting and receipt of this form.*

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_