

Holton Public Schools
Professional Growth Plan (PGP) – Mid-Year Progress Report
Teachers and Instructional Staff

This form is to be completed by the school administrator, or his or her designee conducting the evaluation, in consultation with the teacher, to document the occurrence of the mid-year progress report meeting between the teacher and the evaluator. This form is intended to summarize the progress toward the Professional Growth Plan (PGP) goals of the teacher, and to document any additional supports requested by the teacher to complete their Professional Growth Plan.

Teacher's Name: _____

Building: _____

Department / Grade Level: _____

Date of Mid-Year Meeting: _____

1. **Progress on Professional Growth Plan Goal(s)**: Discuss the teacher's progress toward the completion of the goals outlined with the teacher's Professional Growth Plan (PGP).

2. **Specific Performance Goal(s), Training and Professional Development, or Resources Needed**: Discuss specific performance goals, training and professional development, or resources that are needed yet this school year for the teacher to complete their Professional Growth Plan (PGP) goal(s).

Teacher or Instructional Staff Member's Signature: _____ Date: _____
The teacher's signature acknowledges completion of the mid-year progress meeting with evaluator, on the date outlined above, and receipt of this form.

Evaluator's Signature: _____ Date: _____