



## PACE ACADEMY PROFESSIONAL RECORDS AFFIDAVIT

This document is intended to measure the timeliness in submission of important records related to your profession for the 2015-16 school year. Please review each item and obtain the appropriate signature.

Teacher: Ms. Quagliotto Grade 5<sup>th</sup>

The following questions must be answered and signed by the **Assistant Principal.**

**1. Emergency Sub Plans are available when required.**

Always  Mostly  Sometimes  Rarely  N/A

**2. Student Action Plans are submitted when required.**

Always  Mostly  Sometimes  Rarely  N/A

Assistant Principal's Signature J. Ramirez Date 10/9/15

The following questions must be answered and signed by the **Manager of Data and Information Services.**

**3. Attendance is completed on time in Powerschool.**

Always  Mostly  Sometimes  Rarely  N/A

**4. Grades for report cards and progress reports are submitted on time.**

Always  Mostly  Sometimes  Rarely  N/A

MDIS Signature [Signature] Date 10/9/15

The following question must be answered and signed by the **Executive Administrative Assistant.**

**5. Professional Development hours and logs are submitted on time.**

Always  Mostly  Sometimes  Rarely  N/A

Executive Assistant's Signature [Signature] Date 10/9/15

(cont'd)

The following question must be answered and signed by the Director of Academic Achievement.

6. RTI documentation is submitted accurately and when required.

Always Mostly Sometimes Rarely N/A

AA Director's Signature [Signature]

Date 10/9/15

The following questions must be answered and signed by the Director of Curriculum.

7. Lesson Plans are submitted on time

Always Mostly Sometimes Rarely N/A

8. ANET Reflections and Action Plans are submitted on time.

Always Mostly Sometimes Rarely N/A

Curriculum Director's Signature [Signature]

Date 10-9-15

Please submit the signed form to your direct supervisor quarterly by the dates listed below:

- October 9, 2015
- December 11, 2015
- March 4, 2016
- May 13, 2016

Teacher's Signature: [Signature]

Date 10/9/15