



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: Jean Quagliotto Grade 5th

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 [Signature] Date 12/10/15

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 12/11/15

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 12/11/15

(cont'd)

The following question must be answered and signed by the **Federal Programs Coordinator**.

6. RTI documentation is submitted accurately and when required.

Always Mostly Sometimes Rarely N/A
Coordinator's Signature [Signature] Date 12-11-15

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

Always Mostly Sometimes Rarely N/A
Curriculum Director's Signature [Signature] Date 12-11-15

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

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

Teacher's Signature: [Signature]
Date 12/11/15