

Manchester School District  
**EVIDENCE-BASED PORTFOLIO - Option 2**  
**Planning Worksheet**

Name: \_\_\_\_\_ School & Current Position: \_\_\_\_\_

Certification area(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Certification Cycle: Red White Blue Certification expiration date: June 30, 20 \_\_\_\_\_

**Projected Activities:**

**Year 1 of Plan**

- Planning meeting with principal's designee

Meeting date \_\_\_\_\_ Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

- Planned activities:
- Maintain portfolio collection with reflections
- Review progress with principal's designee

Meeting date \_\_\_\_\_ Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Year 2 of Plan**

- Planned activities:
- Maintain portfolio collection with reflections
- Review progress with principal's designee

Meeting date \_\_\_\_\_ Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Year 3 of Plan**

- Planned activities:
- Maintain portfolio collection with reflections
- Complete Form 7 – Evidence-Based Portfolio Assessment
- Present portfolio, reflections, and assessment to principal's designee

Meeting date \_\_\_\_\_ Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Form 6 – **Due** with supporting documents and meetings to PDC by **December 1 & May 15** in Year 1 of certification cycle; **May 15** in Year 2; **March 31** in Year 3.  
References – *Section 9, Documentation of Professional Learning; Section 10, Review Plan Evidence and Approval of Plan Completion*

