

Student Binder

Teacher Candidate Name:

Sections/ Topic	Unsatisfactory	Satisfactory	Notes/Comments
Weekly Planner	Not available	Available	
Seating Chart/ Class List	Not included	Included	
School calendars	Not included	Included	
Class schedule	Not included	Included	
Duty Schedule(s)- e.g. yard duty, cafeteria	Not included	Included	
Rainy Day & Emergency lesson plans in case of unanticipated absence.	Not included	Included/ Available	
Special Areas of Concerns- drills, health concerns, etc.	Not included	Included/ Available	
Observation Forms with lesson plans and reflections	Incomplete number of observation forms with lesson plans and reflections	ALL observation forms and lesson plans are included in this section	
Other Lesson Plans as appropriate.	At least 1 included.	More than 1 included.	
Presentation- Binder is neat, clean, and organized	The binder contents are crumpled and untidy.	Binder is clean and papers are neatly collated.	
Organization Section dividers are used and labeled- e.g. Obs. #1; Obs. #2	No section dividers	Section dividers are present, labeled completely, and appropriately	

Comments:

___ Proficient

___ Not Proficient

Evaluator's Signature: _____