

Directions for Cycle One: New School Psychologist Documentation Checklist 2

As you prepare for the check out with a Lead Mentor on this cycle, you will find this checklist helpful in determining if you have all documents needed for collection at the end of the process.

Activity	Document	Ready for Review
Initial Discussion	Date/Time of the meeting	
Discussion One	Copy of Discussion Log 1	
Observations Of Experienced School Psychologist	Observation and Conference to Sheet	
Parent Conference Workshop	Attendance Certificate	
Discussion Two	Copy of Discussion Log 2	
Verification of Services	Confidential document provided to your district/charter school's site coordinator at the end of the cycle	

**** **Note:** Evaluations are not part of this process, but are required to progress toward your continuing license. You should keep copies of all evaluations and notify a Lead Mentor if you are not being observed. You should have a full summative evaluation done at the end of each year. If that does not happen notify a designated lead mentor.