**Mid-Year Checklist**

The employee indicates progress to date completing the professional learning activities on the Professional Growth Plan (PGP), and self-assesses attendance and punctuality.

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| --- | --- | --- | --- | --- |
| **Item** | **Not Yet Started** | **Behind Schedule** | **On Target** | **Completed** |
| Progress on PGP Goal |  |  |  |  |

**Comments** (Indicate any challenges, adjustments, solutions, or recommended supports.)

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| **Item** | **Unsatisfactory**  (13 or more) | **Satisfactory**  (9-12) | **Exceeds Standards**  (5-8) | **Outstanding**  (0-4) |
| Attendance |  |  |  |  |
| Punctuality |  |  |  |  |

**Comments**

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