

## Statement of Professional Responsibilities

Teacher: \_\_\_\_\_

Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

**Directions to the beginning teacher: Complete the following three sections and attach artifacts as directed.**

### **MAINTAINING RECORDS**

**Describe your record-keeping procedures. Provide two samples of your record-keeping systems (e.g., attendance records, grade books, or financial records such as accounts of lunch money). At least one sample must be an instruction-related record. Be sure to remove identifying information, such as students' last names. (4b)**

### **FAMILY/CAREGIVER COMMUNICATION**

**What types of information do you communicate to the families/caregivers of students in your class? Provide two samples of your communications with families/caregivers (e.g., notes about individual students, newsletters, and communication logs). Be sure to remove identifying information, such as students' last names. (4c)**

### **PROFESSIONAL GROWTH**

**List professional development activities in which you have participated since being hired for this teaching position (e.g., attending workshops, beginning teacher orientation, consulting with colleagues or your mentor, joining a professional organization). (4d)**

