

Self-Evaluation Instructions

1. Please fill out the top of the Self-Evaluation and Professional Review form completely—do not leave any blanks.
2. Explanation of the rating scale (letters)
E – Excellent; little or no room for improvement; exceeds expectations
G – Good; above what is required; performs at a strong level
S – Satisfactory; meets minimum requirements; acceptable, but could improve
I – Improvement needed; falls short of what is required; correction needed
NA – Not Applicable; not relevant to the school or situation at this time
3. Line items not marked with a “Q” or “M” are not requirements for status but are strongly recommended for a high-quality education.
4. Fill in the box with the appropriate letter under the “Admin” column for each line item.
5. Mark if the school offers homeschooling and how many students are enrolled in homeschooling (p. 2).
6. Indicate if the school participates in Dual Enrollment and how many students are enrolled (p. 2).
7. Fill in the “School Staff Training” and “Student Information Totals” sections completely (p. 4).
8. Page 5 is to be completed for Model School requirements only.
9. Fill in the “Self-Evaluation Conclusion” as honestly and accurately as possible (p. 6).
10. For schools that receive an onsite Professional Review Visit, the team member(s) will meet with the administrator and compare evaluations. The final objective is to commend in areas of strength and encourage improvement in areas that are weak.