



**Griswold Public Schools**  
Educating for Excellence

## My Learning Plan

### Submitting TEACHER SELF ASSESSMENT

1. Go to My Learning Plan and Log In. (<https://www.mylearningplan.com/>)
2. You should be on the page with “Learning Plan” Tab in the upper right hand corner.
3. On the screen you will see a section labeled: **My Evaluation – “Your name”**
4. In that section you will see the following form: **Teacher-Self Assessment**
5. All teachers fill out the **GREEN** and **BLUE** sections. There are three (3) **GREEN** sections and two (2) **BLUE** sections. They will be found in the following order:

**Student Learning Objective** The SLO Statement, SLO Baseline Data, SLO Target Score, and SLO Mid-Year Adjustment are already carried over from the original forms. Fill out the section marked, “Enter SLO Actual Data here.” In addition, fill out the section, “Provide a summary of SLO Planned Professional Learning.” Each answer should be about one paragraph. You do not need to submit or attach any additional artifacts.

**Teacher Performance & Practice** Fill out the section marked, “How did your performance improve in your chosen focus area from DOMAIN 3 (INSTRUCTION) of the Teacher Frameworks?” The answer should be about one paragraph. You do not need to submit or attach any additional artifacts.

**Parent Feedback** Fill out the section marked, “Reflect on your contribution to the Parent Feedback goal this year.” The answer should be about one paragraph. You do not need to submit or attach any additional artifacts.

**Whole School Student Learning** Fill out the section marked, “Reflect on your contributions to the SPI target goal this year.” The answer should be about one paragraph. You do not need to submit or attach any additional artifacts.

#### **Self-Reflection / Future Direction**

Fill out the sections marked, “Use the space below to provide comments on your learnings from the year” and “In the space below write a statement that identifies a possible future direction related to this year’s outcomes.” Each answer should be about one paragraph. You do not need to submit or attach any additional artifacts.

6. If you are working on goals and have not finished the particular form on which you are working, at the bottom of the form hit **Save**. You must hit save upon completion or work will be lost.
7. If you have completed the form – at the bottom of the form, hit **Submit**

All teachers can begin to complete this form as of April 6.

If you have completed your SLOs and are done with your observations you are ready for your final evaluation meeting. The teacher Self Assessment Form can be submitted upon completion, but must be submitted at least 5 days prior to the scheduled final evaluation meeting with your administrator.

All meetings must take place prior to June 3, but may begin as early as April 25.