



T U L S A

PUBLIC SCHOOLS

TLE System’s Personal Development Plan and Follow-Up Report

Personal Development Plan

- Name** <Click here and insert name of educator.>
- Building Name** <Click here and insert building name.>
- Date of PDP** <Click here and select date from drop-down menu.>
- Type of PDP** <Required for all PDPs: click and choose the type of PDP from the drop-down menu>
- Stand-Alone PDP Detail** <If stand-alone PDP: click and describe the situation or observation here. This data box expands automatically. If PDP is not a stand-alone document, disregard this portion of the form.>
- Expectations and Action Plans** <Required for all PDPs: click and insert expectations and action plan here, using the SMART action plan format. This data box expands automatically.>>

The evaluator and the educator will review this PDP on the following date and time:
<Required: Select date from drop-down menu.> at _____ [time] at _____ [location].

If additional reviews are necessary, insert the date(s), time(s) and location of those meetings: _____

Educator’s Signature* _____ Date _____
Evaluator’s Signature _____ Date _____

* The educator’s signature is an acknowledgement that he or she received the PDP on the date indicated.

Important Notes for Evaluator:

- When creating a Personal Development Plan (PDP) and Follow-Up Report, the evaluator must rename the PDP template file via the “Save As” function within Word using the following format:
Site Code.Lastname.Firstname.Employee ID#.PDP.Date of Original PDP
When this document is accessed to add notes within the follow-up section, save the entire document without renaming the file.
- If more than one page is needed to complete the PDP, continue the document onto one or more additional pages. However, ensure that the educator’s name, the building name and the date of the PDP are on each additional page.
- Evaluators are responsible for writing the PDP. If appropriate, an evaluator may write the PDP in collaboration with the educator receiving the PDP. The evaluator may seek assistance from outside sources when necessary—human capital partners, curriculum and instruction staff, legal counsel, etc. A PDP should support and assist the educator so that he or she becomes an effective educator. A PDP is typically issued when failure to comply with the directive(s) in the PDP may affect the educator’s continued employment with the District. It may be issued in conjunction with an observation, an evaluation or as a stand-alone document.

Personal Development Plan Follow-Up Report

Name <Click here and insert name of educator.>
Building Name <Click here and insert building name.>
Date of Follow-Up <Click here and select date from drop-down menu.>

Select one or more of the following descriptors, as appropriate, to organize the progress notes regarding the issues identified in the educator’s PDP:

1. Issues that have been addressed to an “effectiveness” level (if any) <Click here and describe any issues that have been addressed to an “effectiveness” level.>

2. Issues that have been addressed, but not to the level of “effectiveness” (if any)** <Click here and describe any issues making progress but not yet to the level of “effectiveness.”>

3. Issues that have not experienced any level of progress (if any)** <Click here and describe any issues not exhibiting any progress.>

Follow-Up Steps (if any) <If there are follow-up steps, click here and enter the required actions.>

Educator’s Signature* _____ Date _____

Evaluator’s Signature _____ Date _____

*The educator’s signature is an acknowledgement that he or she received the PDP Follow-Up Report on the date indicated.

Important Notes for Evaluator:

- If additional follow-up meetings are necessary, the evaluator shall attach one or more additional pages to this file. Such pages shall (1) be dated, with the names of the educator and building site identified; (2) include all of the information requested on this page, including the signature information.
- If the educator has any issues identified within category 2 or 3 as described below, the PDP can be continued with a statement of continuation and the identification of a new time line for growth and subsequent review. This information should be included within the “follow-up steps”