

**Alternative Teacher Licensure Program (ATLP)**

**ATLP Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Document** | **Target Date** | **Submitted for ATLP Records** |
| Initial Meeting Form | September 15 |  |
| Mid-year Meeting Form | December 10 – January 21 |  |
| End-of-year Meeting Form | May 15 |  |
|  |  |  |
| SBE Log/1st observation | September |  |
| SBE Log/2nd observation | November |  |
| SBE Log/3rd observation | January/February |  |
| SBE Log/Final w/signatures | May 15 |  |
| Professional Growth Plan  (proposed w/signatures) | September 30 or first formal observation by coach and mentor |  |
| Professional Growth Plan  (final w/signatures) | May 15 |  |
|  |  |  |
| Coach Log (1st semester) | December 15 |  |
| Coach Log (2nd semester) | May 15 |  |
| Rec for Initial License Form | May 15 |  |
| Activities/forms to track (but not coach’s responsibility): |  |  |
| * Mentor Observation Form | September 29 |  |
| * Mentor Logs | December 15 & May 15 |  |
| * Teacher’s 1 Day Observation (with Recording Form) | December 15 |  |
| Notes: |  |  |