



Candidate Name: \_\_\_\_\_

District/BOCES/Charter Name: \_\_\_\_\_

Institute of Higher Education (IHE) Name: \_\_\_\_\_

Completed School Year: \_\_\_\_\_

Instructions: For each candidate in a Teacher of Record Program, complete the following template by **June 15<sup>th</sup> of each year** to fulfil legislative reporting requirements and maintain the validity of the candidate’s Teacher of Record license. The form should be completed for the prior school year (e.g., in June 2020, you will submit data from the 2019-2020 school year). At the beginning of each section, there are further instructions on how to complete that section of the plan, including where signatures are required.

**Section I: Teacher of Record Program Progress**

The IHE and district/BOCES/charter must collaboratively complete the section detailing whether the candidate is on track to complete the program and the section on successfully completed program components. The remaining sections must be filled out by the IHE.

Program Progress			
On Track to Complete the Program as Planned? <i>If no, explain why not and the plan moving forward to ensure the candidate gets on track.</i>			
Completed Program?		Earned Baccalaureate Degree?	
Credit Hours Completed During School Year:		Credit Hours Remaining:	

<p>Successfully Completed Courses</p> <p><i>List class code, name, credit hours, and a one to two sentence description of the courses the participant has successfully completed while enrolled in the Teacher of Record Program.</i></p>	
<p>Successfully Completed Program Components</p> <p><i>List the components of the baccalaureate degree program completed while enrolled in the Teacher of Record Program (beyond the course information detailed above).</i></p>	

**Section II: Participant Employment Information**

The district/BOCES/charter must fill out the following information detailing the candidate’s employment information. If a performance evaluation of the candidate was conducted by the IHE, then the IHE must fill out the candidate’s overall performance rating in the appropriate section below.

When completing the Classes Taught table, add as many rows as needed. In the totals row, include a list of all grade levels taught for the Grade Level Taught column and the total number of students taught for the Number of Students Taught column. If some students are in multiple classes, please provide both the total count and the unduplicated count (students in multiple classes are only counted once).

Employment Information	
School Name:	
Position Title:	
Overall Performance Rating (from district/BOCES/charter):	
Overall Performance Rating (from IHE, if applicable):	

Class(es) Taught: <i>List class name <sup>1</sup> and a one to two sentence description of the class.</i>	Grade Level(s) Taught:	Number of Students Taught:
<i>Totals</i>		

### Section III: Assurances

The district/BOCES/charter, IHE, and candidate must complete the assurances below. Some assurances require selecting options from a dropdown menu.

District/BOCES/Charter Assurance	
By signing below, I certify: <ul style="list-style-type: none"> <li>• The accuracy of the information included in this report; and</li> <li>• The candidate is _____ to the district/BOCES/charter to teach.</li> </ul>	
Name of Superintendent/ BOCES Executive Director/ Head of Charter School:	
Title of Representative:	
Email Address:	
Signature:	

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<sup>1</sup> Elementary teachers should list 'General Elementary Education' as the class name for this section.

IHE Assurance

By signing below, I certify:

- The accuracy of the information included in this report;
- The candidate is in good standing with the IHE; and
- The candidate \_\_\_\_\_ the program.

Name of Authorized IHE Representative:

Title of Representative:

Email Address:

Signature:

Teacher of Record Licensure Candidate Assurance

By signing below, I:

- Agree with the information as reported by the IHE and district/BOCES/charter;
- Confirm that I am \_\_\_\_\_ to teach at the district/BOCES/charter; and
- Confirm that I \_\_\_\_\_.

Name:

Email Address:  
*(Include a personal email address; do NOT use a school or work email address)*

Signature: