Statement of Completion of Requirements for Two-Week Orientation and Staff Development for Beginning Teachers

This is to certify that I have completed ten days of orientation and staff development by carrying out the following requirements:

\_\_\_\_\_\_Attending the three days of Beginning Teacher Induction

\_\_\_\_\_\_Writing a thorough classroom management plan which covers both

discipline and procedures

\_\_\_\_\_\_Meeting with your mentor and/or buddy teacher for assistance and

information

\_\_\_\_\_\_Locating the *NC* *Standard Course of Study / Common Core Standards*

applicable to your teaching assignment

\_\_\_\_\_\_Preparing lesson plans for the first week of teaching

\_\_\_\_\_\_Meeting with Human Resources to discuss licensure requirements

\_\_\_\_\_\_Inquiring about “in-house” procedures, such as taking up money,

lunch schedule, assigning books, etc.

\_\_\_\_\_\_Attending any required staff development sponsored by the school or the

system

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Teacher School

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Signature of Administrator/Designee

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Send the original of this form to Cindy Apple or Mark Doane in Human Resources. **Please list the specific dates used to meet the ten-day state mandated staff development.**

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