

Year 1
New Colleague Checklist
Wisconsin Rapids Public Schools

Please complete the following:

- **Trimester One**

Deadline	Task
September 20, 2024	Create Goal Setting Form for trimester one with mentor <i>Keep this form until November 29, 2024</i>
November 29, 2024	Climate survey from Carole Pfahning (Google form) will be sent November 18, 2024
	Complete one observation of mentor <i>Send form to Carole Pfahning at Central Office</i>
	Fill out trimester one reflection of Goal Setting Form <i>Send form to Carole Pfahning at Central Office</i>

- **Trimester Two**

Deadline	Task
December 9, 2024	Create Goal Setting Form for trimester two with mentor <i>Keep this form until March 8, 2025</i>
March 7, 2025	Climate survey from Carole Pfahning (Google form) will be sent February 28, 2025
	Complete two observations: one of mentor and one of a different staff member <i>Send form to Carole Pfahning at Central Office</i>
	Fill out trimester two reflection of Goal Setting Form <i>Send form to Carole Pfahning at Central Office</i>

- **Trimester Three**

Deadline	Task
March 14, 2025	Create Goal Setting Form for trimester three with mentor <i>Keep this form until May 16, 2025</i>
May 9, 2025	Complete one observation of a different staff member or mentor <i>Send form to Carole Pfahning at central Office</i>
May 16, 2025	Final reflection meeting with mentor Fill out trimester three reflection of Goal Setting Form <i>Send form to Carole Pfahning at Central Office</i>
	Complete end of year final reflection (Google form). This will be sent May 9, 2025