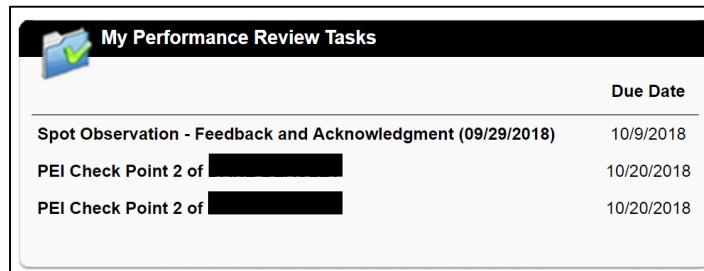


Quick Reference Guide: PEI Check Point 2 (October 8-26)

PEI Checkpoint 2 consists of an ED/Principal discussion of the PPR and use data as a way to check PPR growth and CIP implementation. Particular attention will be placed on implementation of processes. Cornerstone tasks include online, written feedback from the ED (Praise/Question/Polish) and Conference Acknowledgment for both the ED and Principal.

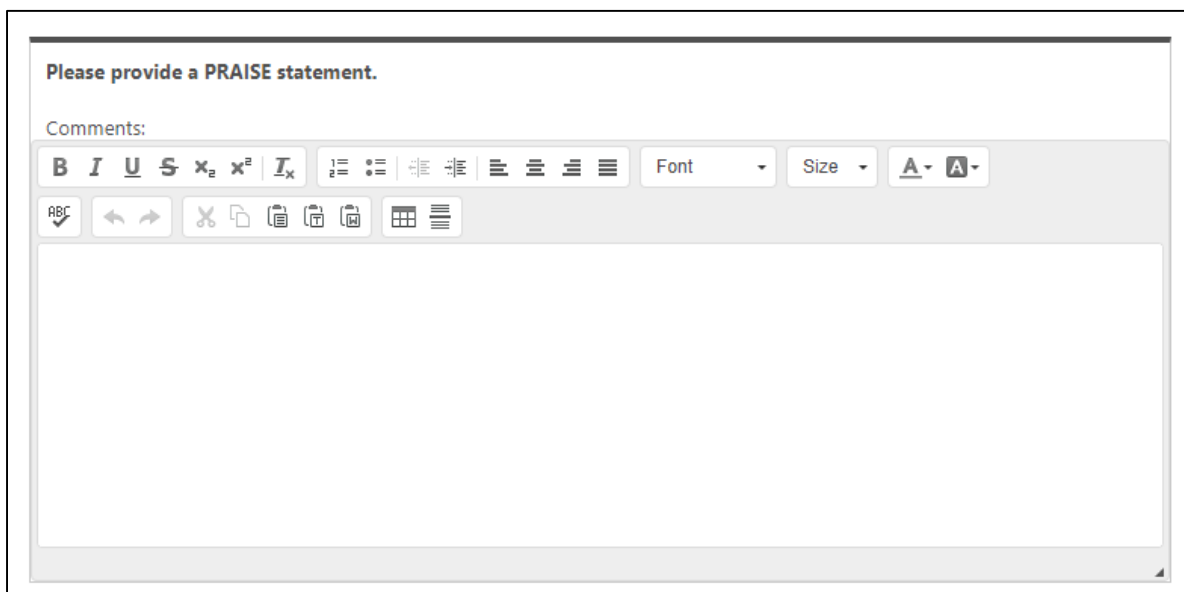
To complete the assigned steps in Cornerstone, see below:

1. Log in to Cornerstone using EAD username and password: <https://dallasisd.csod.com>
2. The ED will be assigned a PEI Check Point 2
3. The ED will be assigned a PEI Checkpoint 2 task. Scroll down to “My Performance Review Tasks” and click on the task for “PEI Checkpoint 2 for (EMPLOYEE NAME).”



My Performance Review Tasks		Due Date
Spot Observation - Feedback and Acknowledgment (09/29/2018)		10/9/2018
PEI Check Point 2 of [REDACTED]		10/20/2018
PEI Check Point 2 of [REDACTED]		10/20/2018

4. Review the overview page and click “Get Started.”
5. Complete Praise, Question, and Polish statements using the [Principal Performance Rubric \(Highlighting Version\)](#) and Checkpoint Guiding Questions outlined in the [Checkpoint Overview](#).



Please provide a PRAISE statement.

Comments:

Rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), subscript (x₂), superscript (x²), text color (I_x), bulleted list, numbered list, decrease indent, increase indent, text alignment (left, center, right, justified), font color, font size, bold text color, and italic text color.

Rich text editor toolbar with options for ABC, undo, redo, cut, copy, paste, insert link, insert image, insert table, and insert list.

6. Complete the conference acknowledgment by signing electronically, and selecting SUBMIT. The feedback will be forwarded to the Principal for review.

PEI Check Point 2 Acknowledgement

Executive Director:

As part of PEI Check Point 2, the Principal and I have had an in-person conference and the following items have also been completed:

- I have provided the Principal with a highlighted copy of the Principal Performance Rubric (PPR)
- The Principal and I had a discussion about processes for school improvement
- The Principal and I reviewed his/her progress on the Campus Improvement Plan (CIP)
- The Principal and I discussed his/her growth on the two to three selected areas of focus for the PPR.

Principal:

As part of PEI Check Point 2, my Executive Director and I have completed an in-person conference and the following items have also been completed:

- My Executive Director provided me with a highlighted copy of the Principal Performance Rubric (PPR)
- My Executive Director and I had a discussion about processes for school improvement
- My Executive Director and I reviewed my progress on the Campus Improvement Plan (CIP)
- My Executive Director and I discussed my growth on the two to three selected areas of focus for the PPR.

Principal
Pending Signature

Executive Director

Comment

B I U S Ix | | | | |