TASKSTREAM SUBMISSION CHECKLIST

**Note:** Please check to make sure candidates are submitting in the correct tabs and they match the course number listed on your placement cards.

**CP Candidates** (course numbers provided on Supervisor list)

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| **Competency Rubrics** | CP1 completed as much as possible. By the end of CP2, all areas have been checked off (by Supervisor and/or Cooperating Teacher) Multiple subject competency needs to be uploaded into all areas |
| **Lessons/Reflections** | 4 UDL Lesson Plans **and** candidate’s 4 analysis and reflections **or** completed Sibme annotations  (Sibme Annotations take the place of Analysis and Reflections. They’ll be entered under Analysis and Reflections and under Sibme Annotations)  (2 in person analysis/reflections & 2 SIBME annotations) |
| **Clinical Practice Log** | Completed by candidate, must be signed off by Cooperating Teacher if not an intern.  Interns need to track their CP hours on this log as well- this is **no**t the same as SMS hours. |
| **Daily Lesson Plans** | Completed by candidate using PLNU template or template approved by Associate Dean Jill Hamilton- Bunch-**submitted every other Friday** |
| **Weekly Progress/Reflection** | Completed by the Cooperating Teacher (NA for interns) |

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| **Formative Assessment Summary** | PLNU Formative Assess. Forms completed by supervisor **or** reload SIBME annotation notes (even if already loaded in Lessons and Reflections) |
| **Individual Development Plan (IDP)** | Completed by CP2 Candidates only. Supervisor will sign form and approve in Taskstream. |

**Coaching Interns (**EDU6048/EDU6091)

**Note:** Upload all forms together in one 6048 placement in taskstream

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| **Formal Lessons** | 4 UDL Lesson Plans |
| **Lesson Reflections** | 4 Analysis and Reflections of UDL Lessons (Reflections can be Analysis and Conference guide form **or** SIBME annotations) |
| **Daily Lesson Plans** | Completed by candidate using PLNU template or template approved by Associate Dean Jill Hamilton- Bunch |
| **Formative Assessment Summary** | PLNU Formative Assess. Forms completed by supervisor **or** SIBME annotation notes |