**End-of-the-Year Meeting Planner**

Create the agenda in the space below for your End-of-the Year Meetings. Consider:

* What must get done, according to regulations?
* What must get done according to the district APPR plan?
* What are *your* goals for these meetings?
* What might the teacher want from these meetings?
* How can this meeting contribute to next year?
* In what order should you proceed?
* What are the record-keeping processes that must be followed?