Infield Status Form Submission Checklist

Use this checklist to ensure all required components of the **Infield Status Form** are submitted. Infield Status Rubrics and supporting documents should be turned in no later than April 15th. The Infield Status Rubric and all supporting documents should be submitted as attachments in **one** email to InfieldStatus@leonschools.net

Required Items

- ☐ Completed Infield Status Rubric Form
  - ☐ If you are using College Level Courses – list the name of the courses on the form.
  - ☐ If you are using Professional Learning Opportunities – list the name of the opportunities on the form.
  - ☐ Leave the *Points Awarded* column blank.
  - ☐ Leave the *Approved By* signature line blank.
  - ☐ **For Elementary Ed only** – list the name of the completed Reading Competency course on the form.
  - ☐ **For Agriculture, Business Education, Engineering and Technology Education, Computer Science, Family and Consumer Science or Marketing Education only** – list the name of the completed ESOL course on the form.
- ☐ Completed Lesson Plans or documentation of passing subject area FTCE Exam **(excludes Agriculture, Business Ed, Engineering and Technology Ed, Computer Science, Family and Consumer Science, or Marketing Education)**
  - ☐ Lesson plans must include examples of student work with teacher feedback
- ☐ If using College Level Coursework – include a copy of college transcript.
- ☐ Completed Signature Page
- ☐ Completed Formal Observation documented in the Leon LEADS for this school year

Subject-Specific Requirements

- ☐ **For Drama or Music Education only** – include evidence of:
  - ☐ Performance Assessments
  - ☐ Program Management
  - ☐ Personal Work Portfolio
- ☐ **For Health and Physical Education Only** – include a copy of your CPR and First-Aid Certification
- ☐ **For Art Education Only** – include pictures of your personal portfolio
- ☐ **For Agriculture, Business Education, Engineering and Technology Education, Computer Science, Family and Consumer Science or Marketing Education only -** Documentation of passing an Industry Certification Exam aligned with subject area