

IEP TA Center

Sign-In Sheet Template

Topic:
 Location:
 Presenter(s):
 Date:
 Hours:

School/District	PRINT Name	Position	Email	Signature

Appendix E: Sign-In Sheet Template, Evaluation Template, and Evaluation Report Template

Evaluation Template

Topic:

Location:

Date:

Presenter(s):

Check your role from the following:

☐ District Administrator
 ☐ School Administrator
 ☐ Special Education Administrator
☐ General Education Teacher
 ☐ Special Education Teacher
 ☐ Speech Language Pathologist
☐ Related Service Provider
 ☐ School Psychologist
 ☐ Educational Diagnostician
☐ Student Services (i.e., Counselor)
 ☐ Family Member
 ☐ Other _____

Circle a number from 1-5 or N/A (not applicable) in response to the following statements:

Item	Rating					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
1. The content was useful to my current position.	5	4	3	2	1	N/A
2. The presenter(s) was/were knowledgeable and prepared.	5	4	3	2	1	N/A
3. The presentation was clear and organized.	5	4	3	2	1	N/A
4. The materials and/or handouts were useful and appropriate.	5	4	3	2	1	N/A
5. The session was engaging and interactive.	5	4	3	2	1	N/A
Overall Rating of the Session						
Excellent 5		Very Good 4		Good 3		Fair 2
Poor 1						
How did this session meet your needs?						
<input type="checkbox"/> Too Basic <input type="checkbox"/> Just Right <input type="checkbox"/> Too Advanced						
What additional training, resources or supports would help you implement the content learned today?						
What Worked?				What Didn't Work?		
What IEP TA Center resources have you accessed?						
<input type="checkbox"/> IEP TA Center <input type="checkbox"/> Facebook <input type="checkbox"/> YouTube <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> Other _____						

Appendix E: Sign-In Sheet Template, Evaluation Template, and Evaluation Report Template

Evaluation Report Template

Topic:

Location:

Date:

Presenter(s):

Number of Participants:

Number of Evaluations:

Overall Rating of the Session

Excellent (5) –

Very Good (4) –

Good (3) –

Fair (2) –

Poor (1) –

No Response –

Mean –

1. The content was useful to my current position.

Strongly Agree (5) –

Agree (4) –

Neutral (3) –

Disagree (2) –

Strongly Disagree (1) –

Not Applicable –

No Response –

Mean –

2. The presenter(s) was/were knowledgeable and prepared.

Strongly Agree (5) –

Agree (4) –

Neutral (3) –

Disagree (2) –

Strongly Disagree (1) –

Not Applicable –

No Response –

Mean –

Appendix E: Sign-In Sheet Template, Evaluation Template, and Evaluation Report Template

3. The presentation was clear and organized.

Strongly Agree (5) –
Agree (4) –
Neutral (3) –
Disagree (2) –
Strongly Disagree (1) –
Not Applicable –
No Response -

Mean –

4. The materials and/or handouts were useful and appropriate.

Strongly Agree (5) –
Agree (4) –
Neutral (3) –
Disagree (2) –
Strongly Disagree (1) –
Not Applicable –
No Response –

Mean –

5. The session was engaging and interactive.

Strongly Agree (5) –
Agree (4) –
Neutral (3) -
Disagree (2) –
Strongly Disagree (1) -
Not Applicable –
No Response –

Mean –

How did this session meet your needs?

What additional training, resources or supports would help you implement the content learned today?

What Worked?

What Didn't Work?

What IEP TA Center resources have you accessed?

If other, please explain