

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:

- | | | |
|---|--|--|
| <input type="checkbox"/> District Administrator | <input type="checkbox"/> School Administrator | <input type="checkbox"/> Special Education Administrator |
| <input type="checkbox"/> General Education Teacher | <input type="checkbox"/> Special Education Teacher | <input type="checkbox"/> Speech Language Pathologist |
| <input type="checkbox"/> Related Service Provider | <input type="checkbox"/> School Psychologist | <input type="checkbox"/> Educational Diagnostician |
| <input type="checkbox"/> Student Services (i.e., Counselor) | <input type="checkbox"/> Family Member | <input type="checkbox"/> 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
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How did this session meet your needs?

- Too Basic
 Just Right
 Too Advanced

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

What Worked?

What Didn't Work?

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What IEP TA Center resources have you accessed?

- IEP TA Center
 Facebook
 YouTube
 Twitter
 Instagram
 Other _____

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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 -

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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