

# Wisconsin Rapids Public Schools

## Year 1 - New Colleague Checklist

TRIMESTER 1	
Deadline	Task
September 19, 2025	Create Goal Setting Form for Trimester 1 with mentor
November 26, 2025	Climate Survey from Carole Pfahning (Google form) - will be sent November 17, 2025
	Complete one observation of mentor
	Fill out Trimester 1 reflection form with new colleague
November/December	Mentor/New Colleague Connection Meeting

TRIMESTER 2	
Deadline	Task
December 5, 2025	Create Goal Setting Form for Trimester 2 with mentor
March 6, 2026	Climate survey from Carole Pfahning (Google form) - will be sent February 23, 2026
	Complete two observations: one of mentor and one of a different staff member
	Fill out Trimester 2 reflection form with mentor
March	Mentor/New Colleague Connection Meeting

TRIMESTER 3	
Deadline	Task
March 13, 2026	Create Goal Setting Form for Trimester 3 with mentor
May 8, 2026	Complete one observation of mentor or different staff member
May 15, 2026	Final reflection meeting and fill out Trimester 3 reflection form with mentor
	Complete End of Year final reflection Google form. This will be sent May 4, 2026
May	Mentor/New Colleague Connection Meeting

**All forms should be sent to Carole Pfahning at Central Office**