**NEAS&C Information Request Form**

**Evidence is due no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return to Alex Luhtjarv or Sara Paquette.**

**This form should be returned with the evidence**.

**Information Requested by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee(s) for Indicator \_\_\_\_\_**

**Teacher/Department/Individual Submitting Evidence:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Explanation of Evidence Needed:**

**Narrative Explanation of Evidence: (**In 3-4 sentences, please explain what the evidence is. If appropriate, please include how/why data was gathered, who collected this evidence initially, etc. If the evidence is a sample of student work, you MUST also include a “Sample Cover Sheet for Student Work” with this document.

**Type of Evidence: (check all that apply)**

**\_\_\_\_\_**Student Work

\_\_\_\_\_Data Report/Collection

\_\_\_\_\_Lesson/Unit Plans

\_\_\_\_\_ Syllabus

\_\_\_\_\_ Curriculum Documents

\_\_\_\_\_ Budget/invoices

\_\_\_\_\_ Assessments & Rubrics

\_\_\_\_\_Policy & Procedure

documents/manual

\_\_\_\_\_ Data Analysis

\_\_\_\_\_ Meeting Minutes/Notes/Logs

\_\_\_\_\_Communication (emails, surveys,

etc.)

\_\_\_\_\_ Brochure/flyer

\_\_\_\_\_ Form

\_\_\_\_\_ Job Description

\_\_\_\_\_Other