



ETFO Tips for Completing the Annual Learning Plan

1. Your Annual Learning Plan is teacher directed and teacher authored. The role of the principal is to be consulted and to sign the ALP.
2. A minimum of two professional growth goals are required.
3. Choose objectives that are personally and professionally relevant, related to your daily teaching and that are achievable.
4. When selecting your learning objectives, you may wish to consider school and board improvement goals as well as your own professional interests. The inclusion of school and board goals is not mandatory in the legislation.
5. It is important that objectives are broad-based to allow for flexibility and modification that may result from ongoing professional reflection or situational changes.
6. When determining the professional activity to support each objective, be sure to consider your workload, personal obligations and wellness.
7. Go to the meeting with the principal with your ALP completed in draft form. Be prepared to take the lead and discuss the various aspects of your ALP and how your professional growth objectives are relevant to your work. If the principal doesn't agree with your objectives or will not sign the ALP, contact the Federation for advice.
8. A meeting is not required in non-evaluation years. The principal must sign the ALP each year.
9. You may be encouraged to gather parent and student input in developing the ALP. It is up to the teacher to determine the appropriateness of the option to gather parent and student input into the development, review, and updating of the ALP each year.
10. Contact your local ETFO office if you have any questions or concerns about any aspect of the process.

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Annual Learning Plan (ALP)

Teacher's Last Name

Teachers First Name

Principal's Last Name

Principal's First Name

Name of School

Name of Board

Description of Teacher's Assignment (Grade(s), Subject(s), Full/Part-time, Elementary/ Secondary, etc.)

Background to Inform Professional Growth Goals, Action Plan, and Timelines

Recommended professional growth goals and strategies from the summative report of my most recent performance appraisal:

Professional learning and growth that I have experienced over the past year(s):

Parental and student input to inform my professional learning and teaching practice:

Professional Growth Goals	Professional Growth Strategies to help Reach Goals	Rationale for Professional Growth Goals and Strategies	Action Plan and Timelines

Other Comments (Teacher):**Other Comments (Principal):**

Date of Next Review and Update of the Annual Learning Plan

Principal's Signature

My signature indicates that the teacher consulted with me to review and update the Annual Learning Plan.

Teacher's Signature

My signature indicates that I reviewed and updated the Annual Learning Plan in consultation with my principal.
