

**Example of MFR for final meeting with teacher**



**Panther High School  
Texas Independent School District  
5000 Market Blvd.  
Troop, TX 76110**

**817-555-5000 (Voice)**

**817-555-5050 (Fax)**

DATE: 17 January 2009

MEMORANDUM FOR RECORD

FROM: Mr. Administrator

RE: Final Intervention Plan meeting: Mr. Teacher

Mr. Teacher and I met today to complete and sign the second page on his Intervention Plan. I explained to Mr. Teacher that he did not satisfactorily complete parts of the Intervention Plan. I showed him that he did not turn-in lesson plans except one, he did not provide the synopsis for the LCT meetings, nor did he provide evidence that he met weekly with the LCT. I discussed the fact that Mr. Teacher did not complete any teacher observations or observation summaries. I explained to Mr. Teacher that he did not engage at least 80% of students during lessons, he did not provide relevancy of lessons for the students, and he did not use the required teaching strategies as outlined in his TINA plan. I informed him that due to the aforementioned issues, he would be recommended for termination/non-renewal of his contract. Mr. Teacher signed the appropriate forms and the conference was concluded.