

**Example of MFR for teacher's due dates**



**Panther High School  
Texas Independent School District  
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DATE: 15 January 2009

Memorandum For Record

FROM: Mr. Administrator

RE: Due dates for Mr. Teacher's TINA plan

The following information is taken from the attached matrix (that was used to track weekly progress).

<b>Week</b>	<b>Lesson Plans</b>	<b>Synopsis of teacher-LCT mtg</b>	<b>2x week strategies</b>
17-21 Nov	none	none	none shown
1-4 Dec	none	none	none shown
8-12 Dec	late	none	none shown
15-19 Dec	none	none	none shown
5-9 Jan 09	none	none	none shown
12-15 Jan 09	none	none	none shown

<b>Week</b>	<b>Teacher class observation</b>	<b>Summary of obs. visits</b>
17-21 Nov	n/a	n/a
1-4 Dec	Mr. Mentor	none
8-12 Dec	Ms. LCT	none
15-19 Dec	Ms. Rehire	none
5-9 Jan 09	Ms. Retire	none
12-15 Jan 09	finals week	n/a

**PD Attendance**

Mr. Teacher attended the district's COMP training