

**Example of initial TINA meeting**



**Panther High School  
Texas Independent School District  
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DATE: 5 November 2008

MEMORANDUM FOR RECORD

FROM: Mr. Administrator

RE: Formal observation and possible TINA plan for Mr. Teacher

I met with Mr. Teacher today to discuss his formal observation and the need for a TINA (Teacher In Need of Assistance) plan due to "below expectations" scores in several domains. I stressed the importance of the TINA plan related to ensuring that students get quality instruction they deserve and need. Mr. Teacher appeared unhappy about being placed on a TINA plan. Mr. Teacher signed the observation instrument and received a copy of the same.