

Figure 2.2: Leader Tracking System Template

Directions: This template works in a variety of formats for data collection, such as a spreadsheet with columns; a fillable PDF or Word document; or a database, where each aspiring principal's information can be tracked and managed systematically.	
Data Collection on Candidate	
Aspiring principal's name	
Current role	
Start date of aspiring-principal program	
Leadership experience	
Estimated date of program completion	
Outcome and brief summary of performance of key learnings	

Feedback Log

Feedback session date

Reviewer or coach

Feedback summary

Action plan:

- Action item 1:

Deadline:

Accomplishments and Required Experiences

Experiences:

- Required experience 1
- Required experience 2
- Required experience 3
- Required experience 4
- Required experience 5

Accomplishments:

- Accomplishment 1
- Accomplishment 2

Estimated
completion date

Alignment With District Goals

District goal

Relevant development activities:

- Activity 1
- Activity 2
- Activity 3

Summary

Criteria, Modules, and Review Frequency

Criteria for selection:

- Criteria 1
- Criteria 2

Standard-development
modules:

- Module 1
- Module 2

Review frequency