

**2006 Pennsylvania Governor's Institute: Content Area Literacy  
(Grades 4-12)**

**Checklist Coversheet**

Name

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School Bldg

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District

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- \_\_\_\_\_ 1. Completed Post-Institute Checklist Cover Sheet
- \_\_\_\_\_ 2. Completed Data Collection Sheet
- \_\_\_\_\_ 3. Completed Action Plan
- \_\_\_\_\_ 4. Completed In-service Lesson Plan
- \_\_\_\_\_ 5. All Participant Evaluations

Place all of the materials in the white envelope and send to:

**Dr. James Bolton  
J Bolton Group  
PO Box 238  
Edinboro, PA 16412**

Please email lesson plans in electronic format to:

**Jeannette Fraser**                      [CareerEd@pct.edu](mailto:CareerEd@pct.edu)

**For any questions or inquiries regarding this assignment email:**

**James Bolton**                              [jbolton@ncinter.net](mailto:jbolton@ncinter.net)

**or**

**Tamara Truskey**                              [ttruskey@state.pa.us](mailto:ttruskey@state.pa.us)

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**Post-Institute Data Collection Sheet**

Name

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School Bldg

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District

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In-service  
date(s)

Number of  
participants

Participant  
group  
description  
(grade level,  
subject area,  
position)

**District or Building level administrator verification:**

I certify that \_\_\_\_\_, conducted the attached in-service and in-service materials to the participants described above on the identified date(s).

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**Signature** of Verifying Administrator

Date

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**Printed** Name of Verifying Administrator

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**Position** of Verifying Administrator