**Teacher and Principal on-line System**

**Forms and Information**

As many of you know, we are developing a web-based solution to help districts, principals, and teachers manage the new teacher and principal evaluation system. This is strictly voluntary on your part.

We will launch the teacher/principal management tool in mid-September and use the pilot districts for feedback (navigation, functionality, enhancements, etc) so that we can improve the system and provide solutions for all districts for the 2013-14 school-year. This solution is free to districts wanting to participate.

If your district chooses to participate, we will need several forms and some initial data so that we can have everything operational at the time of the launch. You are not required to supply all the forms listed below. The customizable system is set up so that you only see forms that are connected to your district’s process. For example, if your district does not utilize a teacher self-reflection form, that section in the tool would not show up. Also, if you have process forms not listed below but you would like to use them in the system, please pass those along as well.

It would expedite our initial launch if the forms/rubrics could be in either word or Excel formats and provided to us no later than August 15. That said, the earlier we receive the forms the better. If we don’t hear from you by August 15, we will assume that you are choosing to opt out.

I’ve listed some information that we will need and some suggested forms below. Some things are critical to the functionality of the system and some are optional.

Information/Forms

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| --- | --- | --- |
|  | Forms, Documents, and Information | Required/optional |
|  | Teacher Rubrics | Required |
|  | Principal Rubrics (Required if your district admin plan on using the system to evaluate principals) | Required/Optional |
|  | Rubric Support Documents (“Look fors”, evidence, granular explanations,) | Optional |
|  | Teacher and principal observation forms (if different than rubric form) | Optional/Required |
|  | Pre-conference forms or documents (pre-conference discussion questions, planning questions, lesson learning target documents, etc.) | Optional |
|  | Self-reflection documents/form | Optional |
|  | Self-assessment document/form | Optional |
|  | Goal setting document/form | Optional |
|  | Professional growth option form | Optional at this time |
|  | Professional development logs/forms | Optional |
|  | Parent communication logs/forms | Optional |
|  | Summative Evaluation scoring form | Required |
|  | Roster/names of district administrators, principals and teachers participating in the pilot | Required |
|  | School of record for participating principals and teachers | Required |
|  | Others? |  |

Please don’t hesitate to contact me if you have questions, would like additional information, or need clarifications about the teacher/principal on-line evaluation management system.

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