



## Evaluation Data: School Year Closeout and 2013-14 Transition

### Closeout for LEAs that fully implemented the EPSS during the 2012-13 School Year

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- LEAs complete all applicable evaluation forms for teachers and building administrators in the EPSS needed to fully populate the Final Effectiveness Rating Report no later than **July 15, 2013**. *Note- Optional and/or unused forms (e.g. Performance Improvement Plan) can be left as is and do not need to be finalized.*
  - For RI Model Teacher Evaluations, forms that directly populate the Final Effectiveness Ratings Report include classroom observation forms, Professional Foundations Notes form and SLO scoring form
  - For RI Model Building Administrator Evaluations, forms that directly populate the FERR include PP Scoring form, PF scoring form and the SLO scoring form
- To help manage the evaluation closeout process, the following reports will be available starting the week of **June 17<sup>th</sup>** to view the completed components and/or final effectiveness ratings that have been calculated
  - District Configuration Administrators can access the “LEA Final Evaluation Data Summary” report on the Config Admin tab
  - School Leaders and other evaluators can use the “Final Evaluation Data Summary” report in the “Reports” folder on the My Caseload tab
- On **July 19, 2013**, the 2012-13 Evaluation Cycle in the EPSS will be closed through an automated process. Any forms that were not finalized by the July 15 deadline will be finalized at this time. Teachers and building administrators will maintain access to their own records, but they will no longer be editable by the educator or any assigned evaluators.
- *For additional guidance:*
  - Review the guidance documents and videos for Completing the Final Effectiveness Rating Report and related scoring forms:  
<http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorEvaluationTrainingResources.aspx>
  - Submit a help ticket for the RIDEmap help desk at <https://support.ride.ri.gov>

### Closeout for LEAs that did not implement the EPSS for the 2012-13 School Year

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- LEA Configuration Administrators submit all required evaluation data elements to RIDE by uploading the “Educator Evaluation Data Submission Spreadsheet” to the EPSS no later than **July 15, 2013**.
- *For additional guidance:*
  - Download the Educator Evaluation Data Submission Spreadsheet and guidance document at:  
<http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorEvaluationTrainingResources.aspx#LiveTabsContent19182>

### Closeout for LEAs that partially implemented the EPSS during the 2012-13 School Year

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- LEAs that partially implemented the EPSS will use a combined process:
  - Evaluation records for teachers and building administrators whose evaluations were done in the EPSS should be completed by finalizing all applicable evaluation forms for teachers and building administrators in the EPSS - including the Final Effectiveness Rating Report - no later than **July 15, 2013**. *Note- Optional forms that were not used can be left as is and do not need to be finalized.*
  - Evaluation data for teachers and building administrators whose evaluations were not done in the EPSS should be submitted by uploading the “Educator Evaluation Data Submission Spreadsheet” to the EPSS no later than **July 15, 2013**.
- *For additional guidance:*
  - Review the guidance documents and videos for Completing the Final Effectiveness Rating Report and related scoring forms:  
<http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorEvaluationTrainingResources.aspx>

- Download the Educator Evaluation Data Submission Spreadsheet and guidance document at: <http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorEvaluationTrainingResources.aspx#LiveTabsContent19182>
- Contact Sandra Forand [sandra.forand@ride.ri.gov](mailto:sandra.forand@ride.ri.gov)

## Timeline for Transition to the 2013-14 School Year in the EPSS – All LEAs

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- **June 2013: LEAs confirm intent to use the EPSS for evaluation during the 2013-14 school year**  
LEAs should notify RIDE by July 1, 2013 if they intend to use EPSS for evaluation next year by contacting [Greg.Stewart@ride.ri.gov](mailto:Greg.Stewart@ride.ri.gov). As a reminder, all LEAs are required to use some features of the EPSS such as Roster Verification and viewing teacher growth scores. The 2013-2014 evaluation forms will be rolled out in the EPSS beginning in August 2013 to LEAs who have already confirmed their intent to use the system for evaluation. While LEAs can make the decision to use EPSS at any time, evaluation forms will not be available in the system until after they confirm with RIDE.
- **July 8, 2013 - August 20, 2013: EPSS System Trainings**  
Beginning July 8, RIDE will host a series of system trainings for the following groups:
  - EPSS Training for District Administrators (Leaders and EPSS District Configuration Administrators)- All Models
  - EPSS Training for School Leaders - RI Model
  - EPSS Training for Teacher Leaders - RI Model

For more information about the dates, content and recommended participants, see the training overview document: [http://www.ride.ri.gov/Portals/0/Uploads/Documents/Teachers-and-Administrators-Excellent-Educators/Educator-Performance-and-Support-System-EPSS/EPSS/EPSS\\_Summer\\_2013\\_Training\\_Flyer.pdf](http://www.ride.ri.gov/Portals/0/Uploads/Documents/Teachers-and-Administrators-Excellent-Educators/Educator-Performance-and-Support-System-EPSS/EPSS/EPSS_Summer_2013_Training_Flyer.pdf)

- **July 15, 2013: Deadline for finalizing 2012-13 EPSS forms**  
All applicable evaluation forms for teachers and building administrators in the EPSS must be finalized by this date.
- **July 19, 2013: 2012-13 Evaluation Cycle closed in the EPSS**  
After this point, teachers and building administrators will maintain full access to their own evaluation records from the 2012-13 school year, but they will no longer be editable by the educator or any assigned evaluators.
- **August 2013: Forms for the 2013-14 school year become available in the EPSS**  
Forms for the 2013-14 school year will be rolled out in EPSS beginning the first week in August 2013. Priority will be given to LEAs who have already confirmed their intent to use the system. LEAs can still notify RIDE of their intent to use the system after this point.
- **August 2013: LEAs update user roles in RIDEmap and caseload assignments in the EPSS**  
LEAs should begin to make updates to reflect 2013-14 staff assignments in August 2013. Note that LEAs using the EPSS will not only need to update EPSS roles in RIDEmap for teachers, principals and district leaders whose assignments have changed, they will also need to add EPSS role assignments for support professionals
- **August 2013: EPSS Sandbox Available for LEA use**  
Starting in mid-August 2013, LEAs that have notified RIDE of their intent to use the EPSS for the 2013-14 school year will have access to a “training sandbox” to use to set-up and run independent trainings for staff as needed. A toolkit for using the sandbox, along with details about how to set up trainings will be available for School Leaders and District Administrators in July 2013 and during the summer training sessions. For additional questions contact [Mario.gonclaves@ride.ri.gov](mailto:Mario.gonclaves@ride.ri.gov)