

# Rhode Island Department of Education Data Collection Specifications – Educator Evaluation



Last Updated on May 7, 2015

## About

The Educator Evaluation data collection is applicable to LEAs who are not using the Educator Performance and Support System (EPSS) for online educator evaluations. This document describes how these LEAs will submit the required Educator Evaluation data to RIDE.

## Submission Process

In order to submit the required data, LEAs will first complete the “Educator Evaluation Data Submission Spreadsheet” for all teachers, support professionals and building administrators being evaluated. **Teachers in the Cyclical Process that were not evaluated this year will need to be included on the spreadsheet. In the Reason for No Final Effectiveness Column, “Cyclical Process” should be entered.** The data elements and validation rules included in the spreadsheet are described in the “Educator Evaluation Data Submission Spreadsheet” section below. The LEA’s designated EPSS District Configuration Administrator will then upload the spreadsheet using the “LEA Evaluation Data Submission” Link on the “Config Admin” tab in the EPSS. This functionality will be available in the EPSS for LEAs to submit their evaluation data between **May 15, 2015** and **July 10, 2015**. Additional details about the file upload itself are included in the “Uploading the File” section at the end of this document.

**Educator Evaluation Data Submission Spreadsheet:** The table below provides a description of all fields included in the “Educator Evaluation Data Submission Spreadsheet” which is posted on the RIDE website as well as the validation rules attached to them.

**NOTE:** LEAs may submit this template multiple times during the data submission period to add and/or edit educator evaluation information. For example, an LEA could choose to have each principal complete a separate spreadsheet for their school. The District Configuration Administrator would then have the option of combining the spreadsheets and uploading one document or uploading each spreadsheet separately.

Field Name	Field Description	Validation 1: Column Data (fields which include acceptable values must be submitted exactly as written below, no abbreviations)	Validation 2: Missing Values	Applicable to:
EvaluationType	The type of educator being evaluated	Acceptable values are: Teacher, Building Administrator, Support Professional	Required	All Models
SchCode	State-assigned School Code	Must be a school code in the RIDE school directory.	Required when Evaluation Type is Building Administrator	RI Model BA
CertificationID	Educator's Certification ID	Must be a valid certification ID in the certification database.	Required	All Models
LastName	Educator Last Name		Required	All Models

FirstName	Educator First Name	Must match first name in the certification database for the Certification ID	Required	All Models
PPRatingRIModel	Professional Practice Score - The average scores for each component added together and rounded to the nearest whole number to get a total Professional Practice Rubric score.	When Evaluation Type is Teacher, must be a number between 8 and 32. When Evaluation Type is Building Administrator, must be a number between 11 and 44. When Evaluation Type is Support Professional, must be a number between 8 and 32.		RI Model Teacher, RI Model BA, RI Model SP
PPRatingRIModel	Professional Responsibilities Score - The scores for each component added together to get a total Professional Responsibilities Rubric score	When Evaluation Type is Teacher, must be a number between 8 and 24. When Evaluation Type is Building Administrator, must be a number between 6 and 18. When Evaluation Type is Support Professional, must be a number between 6 and 18.		RI Model Teacher, RI Model BA, RI Model SP
PPRatingOtherModel	The scores for each Standard added together and divided by 4 (the number of standards) to get a total Teacher Professional Practice Rating	Must be a number between 1 and 4, to up to two decimal places.		Innovation Model Teacher, Innovation Model Support Professional, The Learning Community Teacher, The Learning Community Teacher Support Professional, Achievement First Teacher, Achievement First Support Professional
SLO1	First Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
SLO2	Second Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
SLO3	Third Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models

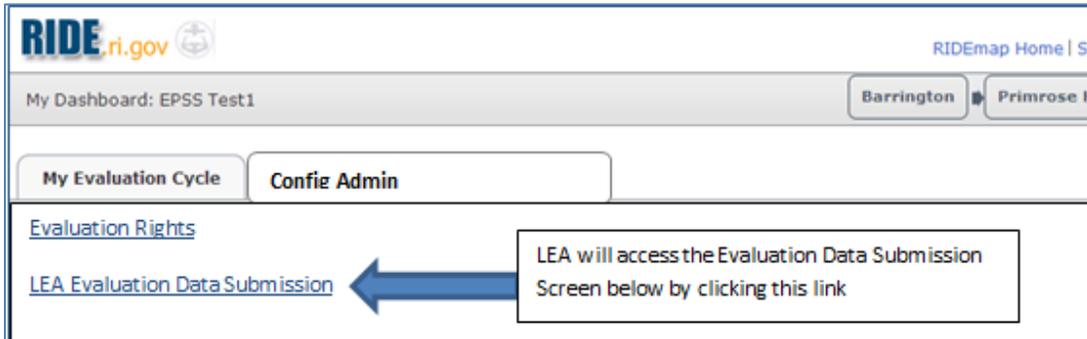
SLO4	Fourth Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
ReasonNoFERating	The reason that a final effectiveness rating is not available for this educator	Valid values are: Cyclical Process, Extended absence, Other	Required if SLO1, SLO2, and depending on the model PPRatingRIModel, PFRating, PPRatingOtherModel are blank.	All Models
ReasonNoFERatingOther	Explanation why a final effectiveness rating is not available for this educator when Other was provided in ReasonNoFERating		Required if ReasonNoFERating is Other	All Models
LongTermSub	Is this educator in a long term substitute position?	Acceptable values are: Yes, No. [Can also be left blank/empty to indicate that the educator is not a long term sub.]		All Models



## Uploading the File

The designated EPSS District Configuration Administrator will complete the following steps to submit the Educator Evaluation Data Spreadsheet(s) on behalf of his or her LEA.

1. Save the completed Educator Evaluation Data Submission Spreadsheet as a csv file.
2. Log into the EPSS and click on the "Configuration Administrator" tab. When the tab is open, click on the "LEA Evaluation Data Submission" Link.



3. On the "Evaluation Data Submission" screen, the District Configuration Administrator will click "Upload New File" to submit their Educator Evaluation Data Spreadsheet(s). They can also review a list of previously submitted files (including any failures due to validation errors) in the "Files Submitted to Date" table, as well as view the complete list of all successfully submitted educator evaluation records to-date by clicking "Show Records".

The screenshot shows the 'Evaluation Data Submission' screen. At the top, there is a title 'Evaluation Data Submission'. Below the title are two buttons: 'Upload New File' and 'Sign Off/ Remove Sign Off'. Below these buttons is a section titled 'Files Submitted To Date' which contains a table with the following data:

File Name	Status	Date Submitted	Submitted by
Barrington Eval Data.xls	Failed	5/29/13	S. Stevens
Barrington Eval Data- Corrected.xls	Failed	6/2/13	S. Stevens
Barrington Eval Data- Updated.xls	Success	6/2/13	S. Stevens
Barrington Eval Data- 2 Update	Success	6/3/13	S Stevens

Below the table is a section titled 'Educator Evaluation Records 2013-14' with three buttons: 'Show Records', 'Download to Excel', and 'Download to PDF'.