



Evaluation Data: School Year Closeout and 2014-2015 Transition

Closeout for LEAs that fully implemented the EPSS during the 2013-14 School Year

- LEAs complete all applicable evaluation forms for teachers and building administrators in the EPSS needed to fully populate the Final Effectiveness Rating Report (FERR) no later than **July 14, 2014**. *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 Scoring Form and Student Learning Results and Scoring Form.
 - For RI Model Building Administrator Evaluations, forms that directly populate the FERR include Professional Practice Scoring Form, Professional Foundations Scoring Form and the Student Learning Results and Scoring Form.
- For All Support Professionals- ratings at the aggregate level will be collected. All LEAs should submit the total number of Highly Effective, Effective, Developing and Ineffective support professionals on the designated spreadsheet and submit to RIDE through District Exchange. This process will only be required for LEAs not using EPSS, For LEAs using EPSS, information for the scoring of support professionals during gradual implementation can be found under the Tutorials & Guides tab: www.ride.ri.gov/EPSS
- To help manage the evaluation closeout process, the following reports will be available starting the week of **June 16th** to view the completed components and/or final effectiveness ratings that have been calculated
 - District Configuration Administrators can access the “LEA Final Ratings Summary” report on the Config Admin tab.
 - School Leaders and other evaluators can use the “Final Ratings Summary” report in the “Reports” folder on the My Caseload tab.
- On **July 18, 2014**, the 2013-14 Evaluation Cycle in the EPSS will be closed through an automated process. Any forms that were not finalized by the July 14th deadline will be finalized at this time. Teachers, building administrators and support professionals will maintain full 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 for Completing the Final Effectiveness Rating Report and related scoring forms under the Tutorials & Guides tab: www.ride.ri.gov/EPSS
 - 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 2013-14 School Year

- LEA Configuration Administrators submit all required evaluation data elements to RIDE by uploading the “Educator Evaluation Data Submission Spreadsheet” to the EPSS beginning May 16, 2014 and ending no later than **July 14, 2014**.
- *For additional guidance:*
 - Download the Educator Evaluation Data Submission Spreadsheet and guidance document at: www.ride.ri.gov/EPSS

Closeout for LEAs that partially implemented the EPSS during the 2013-14 School Year

- 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 14, 2014**. *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 14, 2014**.
- *For additional guidance:*
 - Review the guidance documents for Completing the Final Effectiveness Rating Report and related scoring forms under the Tutorials & Guides tab: www.ride.ri.gov/EPSS
 - Download the Educator Evaluation Data Submission Spreadsheet and guidance document at: www.ride.ri.gov/EPSS
 - Contact Sandra Forand Sandra.forand@ride.ri.gov

Transition Timeline to the 2014-15 School Year in the EPSS - Key Dates

- **June 2014: LEAs confirm intent to use the EPSS for evaluation during the 2014-15 school year**
LEAs should notify RIDE by July 1st if they intend to use EPSS for evaluation next year by contacting Sandra.forand@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 2014-2015 evaluation forms will be rolled out in the EPSS beginning in August 2014 to LEAs that 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 they confirm with RIDE.
- **July 14, 2014: Deadline for finalization of all 2013-14 EPSS forms**
All applicable evaluation forms for teachers and building administrators in the EPSS must be completed by this date.
- **July 18, 2014: 2013-14 Evaluation Cycle closed in the EPSS**
After this point, teachers and building administrators will maintain full access to their own evaluation records from the 2013-14 school year, but they will no longer be editable by the educator or any assigned evaluators.
- **August 2014: Forms for the 2014-15 school year become available in the EPSS**
Forms for the 2014-15 school year will be rolled out in EPSS beginning the first week in August 2014. Priority will be given to LEAs who have already confirmed their intent to use the system.
- **August 2014: LEAs update user roles in RIDEmap and caseload assignments in the EPSS**
LEAs should begin to make updates to reflect 2014-15 staff assignment in August 2014 and can continue to make changes throughout the school year. Note that LEAs using the EPSS will only need to update roles in RIDEmap for teachers, principals, support professionals and district leaders whose assignments have changed.
- **August 2014: EPSS Sandbox Available for LEA use**
Starting in mid-August 2014, LEAs that have notified RIDE of their intent to use the EPSS for the 2014-15 school year will have access to a “training sandbox” upon request to set-up and run independent trainings for their staff. If you would like access to the training sandbox please contact Sandra Forand at Sandra.forand@ride.ri.gov