



Evaluation Data: School Year Closeout and 2015-2016 Transition

Closeout for LEAs that fully implemented the EPSS during the 2014-15 School Year

- LEAs must complete all applicable evaluation forms for teachers, support professionals and building administrators in the EPSS needed to fully populate the Final Effectiveness Rating Report (FERR) no later than **July 10, 2015**. Note- Optional and/or unused forms (e.g. Performance Improvement Plan) can be left as is and do not need to be finalized. **For teachers who were in the cyclical process this year the FERR must be completed by checking the “Cyclical Process” box at the bottom of the form and submitting the form. All educators must have a FERR submitted regardless of whether they were evaluated this year.**
 - For **RI Model Teacher Evaluations**, forms that directly populate the Final Effectiveness Ratings Report include Classroom Observation Forms, Professional Responsibilities Scoring Form and Student Learning Results and Scoring Form.
 - For **RI Model Support Professional Evaluations and Building Administrators**, forms that directly populate the Final Effectiveness Ratings Report include, Professional Practice Scoring Form, Professional Responsibilities Scoring Form and Student Learning Results and Scoring Form.
- To help manage the evaluation closeout process, two reports will be available beginning the week of **June 15th** 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 13, 2015**, the 2014-15 Evaluation Cycle in the EPSS will be closed through an automated process. Any forms that are not finalized by the July 10th 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:
[http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorPerformanceandSupportSystem\(EPSS\)](http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorPerformanceandSupportSystem(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 2014-15 School Year

- District Configuration Administrators submit all required evaluation data elements to RIDE by uploading the “Educator Evaluation Data Submission Spreadsheet” to the EPSS beginning May 15, 2015 and ending no later than **July 10, 2015**. *Note: Teachers that were in the cyclical process this year must be included on the spreadsheet.*
- *For additional guidance:*
 - Download the Educator Evaluation Data Submission Spreadsheet and guidance document at:
[http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorPerformanceandSupportSystem\(EPSS\)](http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/EducatorPerformanceandSupportSystem(EPSS))

Transition Timeline to the 2015-16 School Year in the EPSS - Key Dates

- **July 10, 2015: Deadline for finalization of all 2014-15 EPSS forms**
All applicable evaluation forms for teachers and building administrators in the EPSS must be completed by this date.
- **July 13, 2015: 2013-14 Evaluation Cycle closed in the EPSS**
After this point, teachers, support professionals and building administrators will maintain full access to their own evaluation records from the 2014-15 school year, but they will no longer be editable by the educator or any assigned evaluators.
- **August 2015: Forms for the 2015-16 school year become available in the EPSS**
Forms for the 2015-16 school year will be rolled out in EPSS beginning the first week in August 2015.
- **August 2015: LEAs update user roles in RIDEmap and caseload assignments in the EPSS**
LEAs should begin to make updates to reflect 2015-16 staff assignment in August 2015 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. The role an educator has in SSO should coincide with their evaluation type in EPSS. **When an educator leaves the district it is essential his/her roles in SSO be removed by the District Configuration Administrator.**