

Last Updated on April 28, 2016

## About

The Educator Evaluation data collection is applicable to LEAs who are not using the Educator Performance and Support System (EPSS) to manage their 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 who 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 16, 2016** and **July 8, 2016**. 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.

**Data Elements** (Items in red are changes from the previous year's collection)

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	The 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	The educator's Certification ID	Must be a valid certification ID in the certification database	Required	All Models
LastName	The educator's last name	Must match last name in the certification database for the certification ID	Required	All Models
FirstName	The educator's first name	Must match first name in the certification database for the certification ID	Required	All Models
<del>PPRatingRIModel</del>	<del>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.</del>	<del>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.</del>	<del>-</del>	<del>RI Model Teacher, RI Model BA, RI Model SP</del>
<del>ClassroomEnvirRIModel</del>	<del>The component sum for Classroom Environment, which is calculated by adding the average scores for each component in Classroom Environment together and rounding the sum to the nearest whole number</del>	<del>When Evaluation Type is Teacher, must be a number between 4 and 16</del>		<del>RI Model Teacher</del>
<del>InstructionRIModel</del>	<del>The component sum for Instruction, which is calculated by adding the average scores for each component in Instruction together and rounding the sum to the nearest whole number</del>	<del>When Evaluation Type is Teacher, must be a number between 4 and 16</del>		<del>RI Model Teacher</del>
<del>InstructionLeaderRIModel</del>	<del>The component sum for Instructional Leadership, which is calculated by adding component-level scores for Domain 1: Mission, Vision, &amp; Goals and Domain 2: Teaching and Learning</del>	<del>When Evaluation Type is Building Administrator, must be a number between 6 and 24</del>		<del>RI Model BA</del>

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:
SiteManagementRIModel	The component sum for Site Management, which is calculated by adding the component-level scores for Domain 3: Organizational Systems and Domain 4: Community	When Evaluation Type is Building Administrator, must be a number between 5 and 20		RI Model BA
CollaborationRIModel	The component sum for Collaboration, which is calculated by adding the component-level scores for Domain 1: Collaboration	When Evaluation Type is Support Professional, must be a number between 4 and 16		RI Model SP
DeliveryRIModel	The component sum for Service Delivery, which is calculated by adding the component-level scores for Domain 2: Service Delivery	When Evaluation Type is Support Professional, must be a number between 4 and 16		RI Model SP
PRRatingRIModel	Professional Responsibilities Score - The scores for each component added together to get a total Professional Responsibilities Component Sum	When Evaluation Type is Teacher, must be a number between <del>8 and 24</del> 9 and 36 When Evaluation Type is Building Administrator, must be a number between <del>6 and 18</del> 7 and 28 When Evaluation Type is Support Professional, must be a number between <del>6 and 18</del> 7 and 28		RI Model Teacher, RI Model BA, RI Model SP
PRRatingLCModel	The sum of component-level scores within Professional Responsibilities	When Evaluation Type is Teacher, must be a number between 4 and 16		The Learning Community Teacher
OrganInstructLCModel	The sum of component-level scores within Organizing for Instruction	When Evaluation Type is Teacher, must be a number between 16 and 64		The Learning Community Teacher
UnivQualInstructLCModel	The sum of component-level scores within Universal Qualities of Instruction	When Evaluation Type is Teacher, must be a number between 20 and 80		The Learning Community Teacher

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:
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 SP, <del>The Learning Community Teacher, The Learning Community Teacher Support Professional,</del> Achievement First Teacher
SLO1	The first Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
SLO2	The second Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
SLO3	The third Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
SLO4	The fourth Student Learning Objective or Student Outcome Objective rating	Acceptable values are: Exceeded, Met, Nearly Met, Not Met		All Models
ReasonNoFERating	The reason that 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 <del>PPRatingRIModel, PFRating, PPRatingOtherModel, ClassroomEnvirRIModel, InstructionRIModel, InstructionLeaderRIModel, SiteManagementRIModel, CollaborationRIModel, DeliveryRIModel, PPRatingLCModel, OrganInstructLCModel, UnivQuallInstructLCModel,</del> PPRatingRIModel are blank	All Models

Field Name	Field Description	Validation 1: Column Data <i>(fields which include acceptable values must be submitted exactly as written below, no abbreviations)</i>	Validation 2: Missing Values	Applicable to:
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

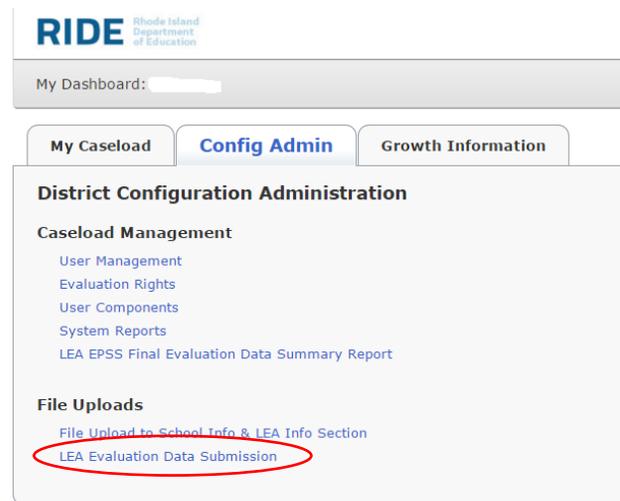
**Sample** Evaluation Data for Different Evaluation Types:

Field	RI Model Teacher	RI Model Teacher	RI Model Building Admin	RI Model Support Professional	Learning Community Teacher	Achievement First Teacher	Innovation Model Teacher
EvaluationType	Teacher	Teacher	Building Administrator	Support Professional	Teacher	Teacher	Teacher
SchCode			38114				
CertificationID	876541	389284	249456	612521	1457412	543126	290985
LastName	Diaz	Jones	Perry	Smith	Goncalves	Brown	Delios
FirstName	Armando	Susan	Tom	Stephanie	Jonathan	Amanda	Daphne
ClassroomEnvirRIModel		15					
InstructionRIModel		12					
InstructionLeaderRIModel			20				
SiteManagementRIModel			17				
CollaborationRIModel				14			
DeliveryRIModel				15			
PRRatingRIModel		26	20	21			
PRRatingLCModel					12		
OrganInstructLCModel					50		
UnivQualInstructLCModel					65		
PPRatingOtherModel						3.50	2.47
SLO1		Nearly Met	Nearly Met	Met	Met	Met	Nearly Met
SLO2			Exceeded	Met	Nearly Met	Nearly Met	Exceeded
SLO3			Exceeded				
SLO4							
ReasonNoFERating	Extended Absence						
ReasonNoFERatingOther							
LongTermSub		Yes					

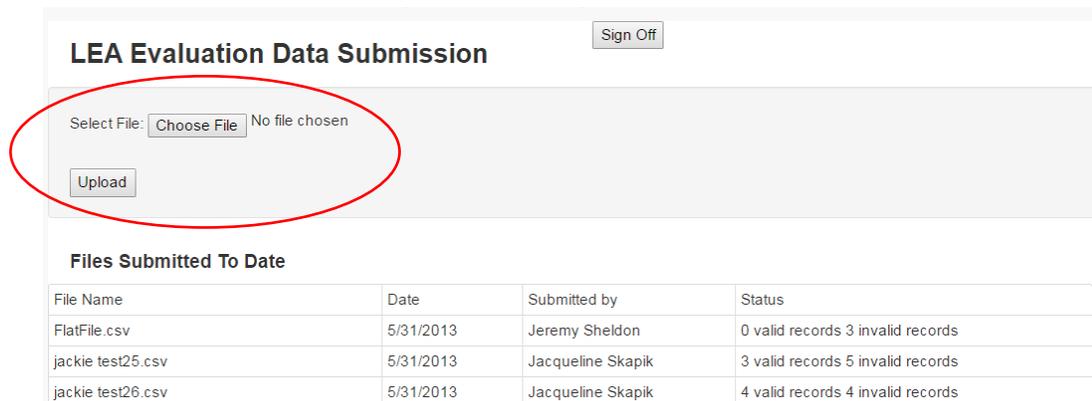
## Uploading the File

District Configuration Administrators (DCAs) should 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 **Config Admin tab**. When the tab is open, click on **LEA Evaluation Data Submission**.



3. On the **LEA Evaluation Data Submission** screen, click **Choose File** to select a file to upload. Once a file is chosen, click **Upload**.



4. Underneath the **Upload** button you will be able to see a list of files submitted to date. The status bar in the right column shows the number valid and invalid records. The number of invalid records indicates the number of educators that had errors in the file you uploaded. If you have invalid records, check to make sure you have completed all fields for educators and that no information is missing. Refer back to the table on page 1 of this document to make sure that you have entered the data as specified in the Validation 1 column.

**LEA Evaluation Data Submission** Sign Off

Select File:  No file chosen

**Files Submitted To Date**

File Name	Date	Submitted by	Status
FlatFile.csv	5/31/2013	Jeremy Sheldon	0 valid records 3 invalid records
jackie test25.csv	5/31/2013	Jacqueline Skapik	3 valid records 5 invalid records
jackie test26.csv	5/31/2013	Jacqueline Skapik	4 valid records 4 invalid records

**Need help? Have questions?**

Submit a help desk ticket at <https://support.ride.ri.gov>.