

**About**

Please note that this closeout process is functionally the same as closeout process from the 2018-19 school year. However, due to extenuating circumstances created by COVID-19, RIDE announced LEA flexibilities on how to complete educator evaluations for this school year. [Please read the full memo here.](#) It is important for evaluators to understand the scoring processes for Professional Practice, Professional Responsibilities, and Student Learning before beginning the finalization of evaluations.

This document outlines the steps of the EEM closeout process for evaluators in LEAs using the Employee Evaluation Management (EEM) system to manage educator evaluations. **LEAs not using EEM to manage evaluations should consult the [Data Collection Specification Document](#).**

**Important Dates**

**June 26** –By this date, all districts must submit and finalize forms for all educators including those on the cyclical process and those not being evaluated for other reasons.

**July 10** – After this date, any changes that need to be made to a 2019-20 evaluation will need to be made by submitting a letter from the district superintendent to the Chief of the Division of Teaching and Learning, Lisa Foehr ([lisa.foehr@ride.ri.gov](mailto:lisa.foehr@ride.ri.gov)), at RIDE.

**Steps for Completing Educator Evaluations**

**If the educator is receiving a FULL EVALUATION in 2019-20:**

1. Make sure you submit the following forms prior to submitting the Final Effectiveness Rating Report Form:

Teacher Forms	Support Professional Forms	Building Administrator Forms
✓ Classroom Observation Forms	✓ Professional Practice Scoring Form	✓ Professional Practice Scoring Form
✓ Professional Responsibilities Scoring Form	✓ Professional Responsibilities Scoring Form	✓ Professional Responsibilities Form
✓ SLO/SOO Results and Scoring Form	✓ SLO/SOO Results and Scoring Form	✓ Student Learning Objective/Student Outcome Objective Results and Scoring Form
✓ *Student Learning Scoring (SL Options)		

\*For those LEAs implementing either Embedded Practice or Student Learning Goals, the new student learning models for SY 19-20; teachers using either option must have the evaluation type, 'Teacher SL Options.'

2. Open Final Effectiveness Rating Report form. Please wait for scores to load on the report.

- Evaluators must complete the Evaluation Status section for all educators. Click within the box that says: **Yes, this educator RECEIVED a full evaluation this year.**

**Evaluation Status**

For more information about how the Final Effectiveness Rating is calculated, please see pages 34-41 of the Rhode Island Model Evaluation and Support System for Teachers Guidebook. Access the guidebook here [\(click to launch\)](#).

Evaluation Status		
	Yes	No
<b>Did this educator receive a full evaluation?</b>	Yes, this educator RECEIVED a full evaluation this year.	No, this educator DID NOT receive a full evaluation this year.

If the evaluation process was not completed and a Final Effectiveness Rating will not be calculated for this educator, please enter the reason below.

**Reason for no Final Effectiveness Rating:**

Extended absence  
 Cyclical process  
 Other\*

\*If Other, please explain:

- Select the correct radio button for each educator.

**Is this a long-term substitute?**

Yes     No

- Review the Final Effectiveness Rating report for each educator. Make sure that all information is pulling into the form correctly before clicking **Submit** at the bottom of the form. Do not submit a Final Effectiveness Rating Form if pieces of data appear missing; instead, go back to Step 1 and confirm that dependency forms were submitted *prior* to submitting the Final Effectiveness Rating (FER) Report or contact your District Configuration Administrator (DCA) for support.
- Finalize *ALL* evaluation forms for teachers, support professionals, and building administrators **including optional or unused forms** (e.g., Self-Assessment). To do this, click the “Thumbs Up” button next to the form (shown below). Once all forms within the component are finalized, the “folder” will be auto-finalized.

Component Name	Progress	Status	
Teacher Optional Self-Assessment	0 of 1	Incomplete	  
Element Name	Schedule/Assigned Admin	Status	
Optional Self-Assessment (Teacher)	Unassigned	Incomplete	   

**If the educator is NOT receiving a full evaluation in 2019-20:**

1. Open the Final Effectiveness Rating Report.
2. Evaluators must complete the Evaluation Status section for educators. Click within the box that says **No, this educator DID NOT receive a full evaluation this year.**
3. Select one of the following reasons for no Final Effectiveness Rating – THIS IS REQUIRED.
  - **Extended absence** – Select this option if the educator did not work a full 135 days (or equivalent, if the educator works part-time).
  - **[Teachers & Support Professionals ONLY] Cyclical process** – Select this option if the educator was not scheduled to have a full evaluation this year.
  - **Other** – Click this if the educator did not receive a full evaluation for another extenuating circumstance and provide detail about the situation in the box on the form (e.g., termination, resignation, etc.).

**Evaluation Status**

For more information about how the Final Effectiveness Rating is calculated, please see pages 34-41 of the Rhode Island Model Evaluation and Support System for Teachers Guidebook. Access the guidebook here ([click to launch](#)).

Evaluation Status	Yes	No
Did this educator receive a full evaluation?	Yes, this educator RECEIVED a full evaluation this year.	No, this educator DID NOT receive a full evaluation this year.

If the evaluation process was not completed and a Final Effectiveness Rating will not be calculated for this educator, please enter the reason below.

Reason for no Final Effectiveness Rating:

Extended absence  
 Cyclical process  
 Other\*

\*If Other, please explain:

- **[Building Administrators ONLY] Informal Year**– Select this option if the building administrator completed an informal year in a multi-year evaluation cycle using the new differentiated model starting in 2019-20.

**Evaluation Status**

For more information about how the Final Effectiveness Rating is calculated, please see pages 29-34 of the Rhode Island Model Evaluation and Support System for Building Administrators Guidebook. Access the guidebook here ([click to launch](#)).

Evaluation Status	Yes	No
Did this educator receive a full evaluation?	Yes, this educator RECEIVED a full evaluation this year.	No, this educator DID NOT receive a full evaluation this year.

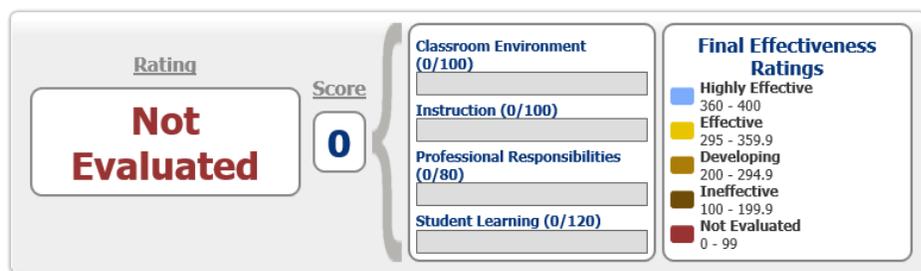
If the evaluation process was not completed and a Final Effectiveness Rating will not be calculated for this educator, please enter the reason below.

Reason for no Final Effectiveness Rating:

Extended absence  
 Informal Year  
 Other\*

\*If Other, please explain:

- When you scroll to the bottom, you should now see **Not Evaluated** as the Final Effectiveness Rating at the bottom of the form.



- Select the correct radio button for each educator.



- Click **Submit** at the bottom of the form.
- Finalize *ALL* evaluation forms for teachers, support professionals, and building administrators **including optional or unused forms** (e.g., Self-Assessment). To do this, click the “Thumbs Up” button next to the form (shown below). Once all forms within the component are finalized, the “folder” will be auto-finalized.

Component Name	Progress	Status	
Teacher Optional Self-Assessment	0 of 1	Incomplete	
Element Name	Schedule/Assigned Admin	Status	
Optional Self-Assessment (Teacher)	Unassigned	Incomplete	

## Troubleshooting

**Problem:** One or more scores or ratings are missing from the Final Effectiveness Rating Report.

**Steps to Take:** Make sure you click **Submit** at the bottom of the End of Year Scoring Forms first because the Final Effectiveness Rating Report relies on data from these forms.

If you have submitted forms but the scores still are missing, click Edit Form at the bottom of each of the following forms and then submit them again:

- Professional Responsibilities Scoring Form
- Professional Practice Scoring Form (support professionals and building administrators)
- Student Learning Results and Scoring Form

If you are still not seeing the Final Effectiveness Form, please submit a Help Desk ticket to Frontline.

For support or questions, submit a help desk ticket at [pgsupport@frontlineed.com](mailto:pgsupport@frontlineed.com).

## Steps for Evaluators to Monitor Progress for Evaluation Completion

1. Click the **Detail View** to monitor form/evaluation completion.

Detail View

Detail View Filters

Filters

Classification(s): --Click to Select--  
 Eval Type(s): --Click to Select--  
 Component(s): --Click to Select--  
 Form(s): --Click to Select--

Building(s): --Click to Select--

Apply

Evaluation Administration - Detail View

Element	Component	User	Admin	Eval Type	Eval Start Date	Eval End Date	Schedule	Status	Date Completed	Building(s)	Department(s)	Grade(s)
Beginning-Of-Y...	BA Beginning-of...	Appel, Carrie	Not Assigned	Building Admini...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Beginning-Of-Y...	BA Beginning-of...	Danielson, Dem...	Not Assigned	Building Admini...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		Building A	None	None
Beginning-Of-Y...	SP Beginning-of...	LaBounty, M...	Not Assigned	Support Profess...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Beginning-Of-Y...	SP Beginning-of...	Danielson, Dem...	Not Assigned	Support Profess...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		Building A	None	None
Beginning-Of-Y...	Teacher Beginn...	Annavarjula, ...	Not Assigned	Teacher	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Beginning-Of-Y...	Teacher Beginn...	Danielson, Dem...	Not Assigned	Teacher	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Classroom Obs...	Teacher Classro...	Danielson, Dem...	Admin, MLP	Teacher	07/01/2017	06/30/2018	Not Scheduled	Awaiting Ackno...	04/08/2018 5:2...	None	None	None
Classroom Obs...	Teacher Classro...	Annavarjula, ...	Not Assigned	Teacher	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None

2. Click the **Status** column header and engage its Filter to find forms in a status other than Complete and find all the forms that are **not** in Awaiting Acknowledgment or Awaiting Finalization Status.

Views: Application Default

Status	Date Completed	Building(s)	Department(s)	Grade(s)	Group(s)
Not Scheduled			None	None	None
Not Scheduled			None	None	None
Not Scheduled					
Not Scheduled					
In Progress					
Not Scheduled					

Filters

- Proposed
- Scheduled
- In Progress
- Awaiting Acknowledgment
- Awaiting Finalization
- Complete

**Need help? Have questions?**  
 Submit a help desk ticket at [pgsupport@frontlined.com](mailto:pgsupport@frontlined.com).