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), 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:

<table>
<thead>
<tr>
<th>Teacher Forms</th>
<th>Support Professional Forms</th>
<th>Building Administrator Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Classroom Observation Forms</td>
<td>✓ Professional Practice Scoring Form</td>
<td>✓ Professional Practice Scoring Form</td>
</tr>
<tr>
<td>✓ Professional Responsibilities Scoring Form</td>
<td>✓ Professional Responsibilities Scoring Form</td>
<td>✓ Professional Responsibilities Form</td>
</tr>
<tr>
<td>✓ SLO/SOO Results and Scoring Form</td>
<td>✓ SLO/SOO Results and Scoring Form</td>
<td>✓ Student Learning Objective/Student Outcome Objective Results and Scoring Form</td>
</tr>
<tr>
<td>✓ *Student Learning Scoring (SL Options)</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

*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.
3. 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.**

<table>
<thead>
<tr>
<th>Evaluation Status</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did this educator receive a full evaluation?</td>
<td>Yes, this educator RECEIVED a full evaluation this year.</td>
<td>No, this educator DID NOT receive a full evaluation this year.</td>
</tr>
</tbody>
</table>

Reason for no Final Effectiveness Rating:
- [ ] Extended absence
- [ ] Cyclical process
- [ ] Other*

*If Other, please explain: ___________

4. Select the correct radio button for each educator.

5. 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.

6. 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.
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](image)

   - [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](image)
4. When you scroll to the bottom, you should now see **Not Evaluated** as the Final Effectiveness Rating at the bottom of the form.

5. Select the correct radio button for each educator.

6. Click **Submit** at the bottom of the form.

7. 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.

**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.
Steps for Evaluators to Monitor Progress for Evaluation Completion

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

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.

Need help? Have questions?
Submit a help desk ticket at pgsupport@frontlineed.com.