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PDF Report Evidence



Due Date: 05/05/2017

Checklist: Teacher-Probationary Yr. 2-5 R8237 (2016-2017)

Saginaw Public School District (SPSD): (73010)

Date	Action	Due Status	Released Status	Required Status
***** IDP GOALS (TEACHER STARTS) *****				
DUE: 10/21/2016 (Must be Submitted on or before)				
	Set IDP Goals	Start		←
***** OBSERVATION 1 (EVALUATOR) *****				
DUE: 11/18/2016				
Probationary teachers receive a minimum of two (2) formal observations -- more are recommended.				
NOTE: Evaluators may choose to use Observation Option A OR Observation Option B but are not required to use both.				
	Pre-Observation Conference Form 1 (TEACHER)	Start		←
	Option A. Formal Observation 1 with Timers and Frequency (EVALUATOR)	Start	● Release	
	Option B. Formal Observation 1 Scripting (EVALUATOR)	Start	● Release	
	Post-Observation Conference Form 1 (TEACHER)	Start		←
	Post-Observation Meeting 1 - WITHIN 1 WEEK of Observation (EVALUATOR)	Start		←
*****MID YEAR PROGRESS REPORT*****				
	Mid Year Progress Report	Start		
***** OBSERVATION 2 (EVALUATOR) *****				
DUE: 4/21/2017				
NOTE: Evaluators may choose to use Observation Option A OR Observation Option B but are not required to use both.				
	Pre-Observation Conference Form 2 (TEACHER)	Start		←
	Option A. Formal Observation 2 with Timers and Frequency (EVALUATOR)	Start	● Release	
	Option B. Formal Observation 2 Scripting (EVALUATOR)	Start	● Release	
	Post-Observation Conference Form	Start		←
	Post-Observation Meeting 2 - 1 Week of Observation (EVALUATOR)	Start	● Release	←
OPTIONAL FORMAL OBSERVATIONS				
Ability to add additional Optional Observations will be available once the current Observation is marked Complete.				
	Option A. Formal Observation #1 - Frequency and Timers (EVALUATOR)	Start	● Release	
	Option B. Formal Observation #2 Scripting (EVALUATOR)	Start	● Release	
*****WALK THROUGH OBSERVATIONS (OPTIONAL) (EVALUATOR) *****				
Ability to add another Walk Through Observation will be available once the current Walk Through Observation is marked Complete.				
	Walk Through Observation Checkboxes (OPTIONAL) (EVALUATOR)	Start	● Release	
	Walk Through Observation Scripting (OPTIONAL) (EVALUATOR)	Start	● Release	
	NOTES (Teacher)	Start		

NOTES (Principal)

Start

***** EVALUATION (EVALUATOR) *****

SUMMATIVE EVALUATION DUE: 5/5/17 (must be shared with teacher in a meeting)

Summative Performance Evaluation (Evaluator)

Start



Release



Final Summary Scores (Automatically Generated)

Edit



Release



Student Growth Bucket (Hidden from TEE)

Edit



Evaluation Comments

Start

MISCELLANEOUS NOTES THROUGHOUT THE YEAR (EVALUATOR)

Miscellaneous Notes Throughout the Year (Evaluator)

Start



Release

***** FINAL RECOMMENDATION (EVALUATOR)*****

The Evaluatee is recommended for:

Save

***** SELF-ASSESSMENT (TEACHER) *****

Self-Assessment

Not Started

***** SIGNATURES (BOTH) *****

Note: Once the Principal signs the evaluation below, the entire evaluation will be "View Only" and no more changes can be made to the evaluation.

The Principal signature will become 'unlocked' when all required items in the evaluation are completed. The Teacher signature will become unlocked after the Principal signs.

Evaluator Signature: _____

By typing my name and clicking Submit Signature I acknowledge submission of this evaluation.



Evaluatee (Teacher) Signature: _____

By typing my name and clicking "Submit Signature" I acknowledge that I have received this evaluation. My signature means that I have been advised of the contents and does not necessarily imply that I agree with the results.



Evaluator: After both parties have signed, click Complete the Evaluation. Once you complete this evaluation it will no longer appear on your Dashboard. Use the "Evaluations" button from the main menu to view a completed evaluation.

Open Items