

Closing Out Science SLTs in 2015-2016

The Louisiana Department of Education (LDOE) will not release 4th-8th grade Science LEAP scores until this summer. Without that data, teachers who used this assessment for SLTs are unable to report SLT results in CIS, and consequently, their evaluations cannot be completed by Thursday, May 26. Please review the directions below regarding how Compass evaluations will be finalized for these teachers.

Action to be taken prior to Thursday, May 26:

1. All **other** SLTs must be rated.

SLTs can be rated **ONLY** after the employee has reported SLT results. Evaluators should review and verify accuracy of the **Exclusion Form** and **assessment data** prior to rating SLTs.

2. For each science LEAP SLT accepted in CIS, a signed copy of the **Exclusion Form** (with the student roster attached) must be submitted with final evaluation documents.
3. A signed copy of the **Incomplete Compass Evaluation Form** (attached) must be turned in with all final evaluation documents.

Action to be taken in July 2016 (once scores are available):

NOTE: No evaluator or teacher action is **REQUIRED during this time period.*

1. When LEAP scores are received, the Data/Instructional Performance Team (D/IPT) will enter 4th-8th grade Science teachers' SLT ratings in CIS.
2. The team will also apply any adjustments that may be necessary due to Transitional Student Growth Data (TSGD) release.
3. Once all SLTs have been rated and any necessary adjustments have been made, the D/IPT will complete teachers' final Compass evaluations in CIS.
4. The teacher, evaluator and principal will be notified via email once this process has been completed.

OPTIONAL: The teacher may Acknowledge his/her final evaluation rating in CIS once it has been completed.

If a teacher wants to comment on the Final Evaluation, he/she may do so using the Acknowledge function in CIS.

Incomplete Compass Evaluation Form

Name: _____

School: _____

Grade(s): _____

Available Evaluation Data:

Overall Professional Practice Score: _____

Additional SLT Ratings (if applicable):

SLT Number				
Rating				

I understand that my 2015-2016 Compass Evaluation is not complete at this time, due to the late release of the Science State Testing data. Once that testing data is made available, a rating will be entered into CIS for SLT(s) _____ and my student growth score will be calculated.

My SLT score may be positively impacted by the TSGD percentile ranking that I earn, as per the JPPSS Transitional Student Growth Data procedure. This will be documented by the JPPSS Data/Instructional Performance Management Team, if applicable, in CIS.

I understand that I will be notified via my JPPSS email address upon the completion of my evaluation in CIS, unless otherwise indicated below. At that time, I will be able to view all evaluation information via the Compass Information System. The grievance procedure for my evaluation will begin once my Final Compass Evaluation for 2015-2016 has been completed in CIS.

I have attached to this form:

- 1) Completed and signed Exclusion from Results Report, with student roster attached for my science class(es)
- 2) Signed Grievance Notification Form

Teacher's Signature

Alternate email address (if continued employment w/JPPSS is not anticipated)

Evaluator's Signature

Principal's Signature (if other than evaluator)