

Formative Evaluation Process Checklist

Prior to the First Day of School

Principal

- ☐ Send individual emails to notify teachers of their cycle status along with information about Domain 1 preparation and Professional Responsibilities.

Beginning of the School Year

Teacher

- ☐ Begin documenting evidence for Components 4b, 4c, 4d and 4e in the Teacher: Professional Responsibilities Response Form section of MLP Oasys.
- ☐ Teacher submits SLO Think Sheet Part1 to evaluator for approval. Pre-assessment may not be given to students without the approval.*

Prior to the Pre-Observation Conference

Evaluator

- ☐ In collaboration with the teacher, determine dates for pre-observation conference and observation.

Teacher

- ☐ Enter evidence for Domain 1, Components 1a, 1b, 1c, 1d 1e in the required Pre-Observation Conference Form for Domain 1. Submit to evaluator no later than One (1) work day prior to the Pre-Observation Conference.
- ☐ Submit lesson plan (required) and optional artifacts of specific planning for observation.

Evaluator

- ☐ Prior to Pre-Observation Conference, view Domain 1 form and any artifacts.
- ☐ Evaluator waits until after the observation to provide critical attributes for Domain1.

Pre-Observation Conference Meeting

Teacher and Evaluator

- ☐ Meet for Pre-Observation Conference.
- ☐ Review Domain 1 data, lesson plan and optional artifacts.
- ☐ Additional data may be added to Domain 1 at this meeting.

Observation

Evaluator

- ☐ Evaluator collects evidence for Domains 2 and 3. Before leaving, click Save.

Post-Observation

Evaluator

- ☐ Evaluator goes to the Unaligned Evidence tab in Evidence Review of the collection instrument, aligns the evidence to the appropriate components.
- ☐ Evaluator clicks on the Evidence/Score tab and then Sync's the evidence.
- ☐ Evaluator clicks on the Form icon, edits information as necessary and submits to teacher.

Teacher

- ☐ Teacher reviews the evidence in Domains 1, 2 and 3.
- ☐ Teacher **must** complete their reflection (Post Formal Observation Reflection – Form C1)
- ☐ Teacher submits to evaluator by clicking on Submit button at bottom of page.
- ☐ Teacher submits to evaluator no later than five (5) days after receiving evidence.
- ☐ Optional: teacher or evaluator may attach artifacts.

Evaluator

- ☐ Evaluator clicks on Edit Form at the bottom of the form and provides critical attributes in Domains 1, 2, 3 and 4a.
- ☐ Components will not be rated at this point. Ratings are only done as part of the Summative Evaluation.
- ☐ Evaluator clicks on Submit to send to teacher. This must be done at least one (1) day prior to post-observation conference.
- ☐ Evaluator schedules Post-Observation Conference no more than 10 days after Observation.

Post-Observation Conference Meeting

Teacher and Evaluator

- ☐ Teacher and Evaluator review the evidence and critical attributes in Domains 1, 2, 3 and 4a.
- ☐ If evidence indicates Needs Improvement or Unsatisfactory practice in any of the **domains**, the teacher will receive a copy of **Form E: Notice of Concern** (E1 for teachers, E2 for specialists) which will identify the components of concern.

**Student Learning Objective (SLO)*

- ☐ Refer to Student Growth Overview for other SLO timeframes.