

## 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.