CHECKLIST FOR COMPLETING TEACHER SUMMATIVE REPORTS

SUPERINTENDENTS

BEFORE PRINCIPALS BEGIN SUMMATIVE REPORTS

- [ ] Review the **NEE Data Tool – Teacher Summative Report (Evaluators)** instruction document, available in the Help and Resources section of the NEE Data Tool.

- [ ] Check the District Activity Status Report to be sure the desired number of observations have been conducted and, if applicable, that scoring on other measures has been completed.

AT SUMMATIVE REPORT DEADLINE

- [ ] Check the Summative Status Report to be sure reports have been run, completed, and verified for all teachers.

PRINCIPALS

BEFORE CREATING SUMMATIVE REPORTS

- [ ] Review the **NEE Data Tool – Teacher Summative Report (Evaluators)** instruction document, available in the Help and Resources section of the NEE Data Tool.
- [ ] Check the Building Activity Status Report to be sure all teachers have received the desired number of classroom observations.

- [ ] Score all organizers to be included in the Summative Report for the current school year, including the TPDP, UOI, and Specialist organizers.
- [ ] Close any student surveys that are still open. Survey results will not appear on a teacher's summative unless the student survey event for that teacher has been closed.

COMPLETING SUMMATIVE REPORTS

- [ ] Go to My Teachers > View Summative Reports > Select teacher's name to run and display that teacher's summative report.
- [ ] Scroll through the report to be sure all scores that should be included are displayed.
- [ ] Enter comments in the Supervisor Comments box at the bottom of the report. When appropriate, include a statement related to the teacher's PD focus for the next year.
- [ ] Select the appropriate Reemployment Status, if used in your district.
- [ ] Select the appropriate response for Growth In Student Learning. Note: The Data Tool requires a selection in this field. If your district does not use this measure, select "Yes." If you are not comfortable selecting "Yes," select "No" and put a rationale in the Supervisor Comments.
- [ ] Click "Complete Later."
- [ ] Schedule the Summative Conference.
- [ ] During or just after the Summative Conference, reopen the Teacher Summative Report and click "Complete For Teacher Review."

Note: Teachers have 14 days after the "Complete For Teacher Review" button is clicked to login and indicate that they met with the principal to discuss the Summative Report.

- [ ] Refer to the Summative Status Report at any time to check on progress. A teacher's name appears on this list once a Summative Report has been started and either Complete Later OR Complete For Teacher Review has been clicked.
- [ ] Check the Summative Status Report when all Summative Conferences have been held to be sure no teacher was missed and that all summative reports have been completed and the data cycle closed. Follow up with any teachers who have not yet logged in and responded to the summative. It is important that a Summative Report be completed each year for each teacher if the district wants a new data cycle to begin each school year.