



Jeff Baker, Data Director  
Information and Reporting Services  
89 Washington Avenue, Room 865 EBA  
Albany, NY 12234  
Tel. (518) 474-7965 / Fax: (518) 474-4351

August 2012

To: District Superintendents  
Superintendents of Public Schools  
Principals of Charter and Other Public Schools

From: Jeff Baker

Subject: Submitting Staff Evaluation Rating data in Level 0

The following memo announces the availability of submitting Staff Evaluation Rating records via the Level 0 web-based toolkit, accessible via your local Regional Information Center (RIC).<sup>1</sup> Please contact your Level 1 data center if your district does not utilize Level 0 for submitting Staff Evaluation Rating records.

Beginning early this month, the data warehouse Level 0 application will be ready to accept and process Staff Evaluation Rating records for teachers. If your district is responsible for reporting evaluation records through the data warehouse for the 2011-12 school year, please read through the recommendations listed below. If you are uncertain as to whether or not your agency is required to submit the staff evaluation rating category and subcomponents for 2011-12, a memo providing further guidance on this topic will be released to the field soon.

User IDs and passwords are necessary to access the Level 0 application. To obtain access, you or your designee will need to contact your Level 1 Operator or Regional Information Center for specific instructions. For a list of Level 1 data center contacts, see <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>. For manageability purposes, we recommend that you grant access to a limited number of staff and only to those staff members responsible for ensuring the timeliness and accuracy of the teacher evaluation data.

Staff Evaluation Rating records could be extracted from your current evaluation system and uploaded into Level 0 or, if you do not have this information in any specific system, it may be manually entered directly in the Level 0 application. Level 1 Operators or Regional Information Center staff will be able to assist in determining the source of the evaluation records.

---

<sup>1</sup> New York City DOE schools will not be submitting evaluation data for the 2011-12 school year due to the fact that an agreement was not collectively bargained with the United Federation of Teachers. New York City charter schools should submit their teacher evaluation templates to [CSsupport@schools.nyc.gov](mailto:CSsupport@schools.nyc.gov).

If you still have questions, concerns, or would like further clarification on the purpose and use of this application please feel free to contact either your local Regional Information Center, your Level 1 Operator or my office at either 518-474-7965 or via [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov).