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

From: Jeff Baker

Subject: Requirements and Timeline for Submitting Staff Evaluation Rating Data for  
the 2011-12 School Year

This memo provides continuing information regarding which local education agencies (LEAs) are required to submit overall composite and subcomponent staff evaluation ratings and scores to the Student Information Repository System (SIRS) for the 2011-12 school year, and the timeline for providing this data.

There are three subcomponents of a teacher's overall evaluation rating:

- (1) Growth on State Assessments – This component accounts for 20 points of the overall composite rating in 2011-12 and will increase to 25 points in future years once an approved value-added measure is in place. This is derived from students' performance on State assessments.
- (2) Locally Selected Measures of Student Achievement – This component accounts for 20 points of the overall composite rating in 2011-12 and will decrease to 15 points in future years once an approved value-added measure is in place. These locally selected points are assigned to teachers using regulatory standards and scoring bands in a manner determined through the local collective bargaining process.
- (3) Other Measures – This component accounts for 60 points of the overall composite rating. At least a majority (31) of the 60 points shall be based on multiple (at least two) classroom observations by a principal or other trained administrators. Starting in 2012-13, at least one of the observations must be unannounced.

The scores of the three subcomponents are then combined into a single composite effectiveness score and an overall quality rating so educators receive one of the following four overall quality ratings with a related composite score:

- (1) Highly Effective – overall composite score of 91-100
- (2) Effective – overall composite score of 75-90
- (3) Developing – overall composite score of 65 – 74
- (4) Ineffective – overall composite score of 0 - 64

More information regarding the above described subcomponents and overall ratings can be found at: <http://engageny.org/wp-content/uploads/2012/03/nys-evaluation-plans-guidance-memo.pdf>

### **LEAs responsible for reporting staff evaluation rating records in 2011-12**

Any school district subject to the requirements of Education Law §3012-c for the 2011-12 school year for classroom teachers grades 4-8 ELA and math and their building principals **must** submit one State, one Local, one Other, and one composite effectiveness score **and** overall rating to NYSED for classroom teachers in ELA and math grades 4-8 and their building principals. School districts **may** also submit an overall composite rating for other teachers and building principals, but it is not required for the 2011-12 school year.

If a public school district has a bargaining agreement which includes a negotiated §3012-c APPR for principals of schools housing grades 4-8 but not teachers (or vice versa), then those districts will also need to submit staff evaluation ratings and scores for the group of educators covered by that collective bargaining agreement.

**SIG schools/districts and TIF schools/districts** that are required to implement §3012-c for the 2011-12 school year for classroom teachers of grades and subjects other than 4-8 ELA and math and all of their building principals who have alternative subcomponent categories **must** submit, at a minimum, one Growth/Comparable measure (0-20) and one composite (0-100) score **and** overall rating (1-4) to NYSED for classroom teachers of grades and subjects other than 4-8 ELA and math and their building principals. These data are required to be submitted for the 2011-12 school year.

**Charter schools** are not specifically required to implement Education Law §3012-c regarding the APPR of classroom teachers and building principals. However, for purposes of participation in the State's Race to the Top plan and receiving allocated funds to implement approved Part D activities, charter schools must evaluate **all** classroom teachers and building principals using a comprehensive annual evaluation system that is consistent with the following elements of Education Law §3012-c:

- (1) Is based on multiple measures of effectiveness, including 40% student achievement measures, which would result in an overall composite effectiveness score for every teacher and principal;
- (2) Differentiates effectiveness for teachers and principals using the four rating categories Highly Effective, Effective, Developing, and Ineffective (HEDI), and use such annual evaluations as a significant factor for employment decisions including promotion, retention, supplemental compensation, and professional development; and
- (3) Provides for the development and implementation of improvement plans for teachers or principals rated Developing or Ineffective.

**Charter schools** need to provide **only** the overall component ratings – i.e., Highly Effective, Effective, Developing, and Ineffective (HEDI) for teachers, which may be “mapped” from the charter school’s local evaluation system if the nominal HEDI categories are not utilized. This is regardless of whether the charter school received Race to the Top funding. Data reporting is required as part of annual, routine data collection that all public LEAs must complete. They are not required to submit subcomponent scores, but those scores will be accepted if entered into SIRS, provided the data are submitted in the proper format. See <http://p1232.nysed.gov/psc/documents/allchartersTSDLmemo18march2012.pdf> for additional information.

See chart below for a summary as to which educators need to be reported in 2011-12, and the specific data types.

Type of educator	LEA required to report subcomponent scores?	LEA required to report composite score?	LEA required to report HEDI rating?
Public School Classroom Teacher in grades 4-8	Yes	Yes	Yes
Public School Principal of building containing grades 4-8 or any portion thereof	Yes	Yes	Yes
Charter School Classroom Teacher in grades 4 – 8	No	No	Yes
Charter School Principal for a building that houses grades 4-8 or any portion thereof	No	No	Yes

**Nonpublic schools** are not required to submit staff evaluation rating data, but may choose to do so, provided the data is submitted in the proper format and conforms to the rating and scores as outlined above.

## **Timelines**

Outlined below are the steps for collecting and reporting data related to APPR:

1. No later than June 30, 2012: As stated on page 15 of the Guidance on New York State's Annual Professional Performance Review for Teachers and Principals, available from: <http://engageny.org/resource/guidance-on-new-yorks-annual-professional-performance-review-law-and-regulations/>, teachers and principals evaluated under Education Law §3012-c are required to receive, in writing, their score and rating on two of the subcomponents of their APPR (both the "other measures" and "locally-selected" portions).
2. Mid-July: Teacher Student Data Linkage (TSDL) information sent from NYSED to the growth vendor for analysis and generation of growth scores.
3. Mid-August: Teacher and principal growth scores based on TSDL data and student performance on 4-8 ELA/math state assessments were calculated and distributed to all public districts/charter schools.
4. September 1, 2012: Educators' APPR reviews must be completed and provided by Districts to each educator subject to Education Law §3012-c in 2011-12 (also stated on page 15 of the APPR Guidance referenced in #1 above) no later than this date.
5. Mid-October – November 30, 2012: All LEAs (including charter schools) report and submit evaluation ratings through the Level 2 Reporting (L2RPT) environment (see <http://www.p12.nysed.gov/irs/level2reports/home.html>). User accounts for the Level 2 reporting environment are created and managed through the State Education Department's Delegated Account System (SEDDAS) available at <http://www.p12.nysed.gov/seddas/seddashome.html>. The final deadline for reporting staff evaluation data in Level 2 of SIRS is **Friday, November 30, 2012**. We encourage LEAs to load and certify the data as soon as possible, well in advance of the deadline.

Your local Level 1 data center may establish a due date for submitting data that is earlier than the State deadline of November 30th to allow sufficient time to load the data into Level 2 by November 30, 2012. For a list of Level 1 data center contacts, see <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>

6. December 7, 2012: Due date for LEAs (including charter schools) to certify their 2011-12 evaluation ratings. The certification form will be available at: <http://www.p12.nysed.gov/irs/nystart/certification.html>

7. Early 2013 – NYSED will publicly release reports and data about educator evaluation overall quality ratings, composite scores, subcomponent scores including State-provided growth scores in ways that protect personally identifiable information.

On behalf of the Commissioner and Department staff, I want to express our appreciation to all those who work so diligently to report, collect, and verify these data. We continue to make concerted efforts to improve our data collection and reporting systems so that we can minimize the effort required while ensuring data accuracy and integrity. Your ongoing feedback assists us greatly in these efforts.

For questions regarding loading staff evaluation data into SIRS, please contact your local Regional Information Center or Level 1 operator. If you have questions about SIRS or data verification, please contact the Office of Information and Reporting Services either by phone (518-474-7965) or e-mail ([dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov)).