



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

New York State's Teacher and Principal Evaluation System

Continuing Guidance on the Submission of
Educator Evaluation Data:
Tips for Submission

Educator Evaluation Data Collection

- Educator evaluation data scores and ratings can be submitted to the Department through the October deadline.
- Educator evaluation data elements to be submitted include:
 - Subcomponent Scores (Required/Optional Student Performance and Teacher Observation/Principal School Visits)
 - Overall Rating
- The “Statement of Confirmation of Educator Evaluation Rating Verification Report” is due one week after the staff evaluation data submission deadline.
- For specific dates related to the submission of evaluation data see the [Educator Evaluation Closeout Reminders](#) document.

Key Tools and Resources

Data Collection and Educator Evaluation Closeout

- [Educator Evaluation Data Submission Reminders and FAQ](#)
- [Educator Evaluation Data Template Examples](#)
- [Educator Evaluation Closeout Reminders](#)
- [Educator Evaluation Data Reporting under Education Law §3012-d, as Amended in 2019](#)

Educator Evaluation Summaries

- Educator Evaluation Summaries for LEAs are organized by groups of educators based on the type of scores and ratings needed and provide a description of the items that should be distributed to educators as their final educator evaluation and those that should be submitted.
 - Educator Evaluation summaries will be made available for each LEA through [SED Monitoring](#) in the Educator Quality portal.

Educator Evaluation Guidance

- [Educator Evaluation Guidance: Education Law §3012-d](#)
- [Educator Evaluation Guidance: Education Law §3012-d, as amended by the Laws of 2019](#)

Tip 1: Incomplete Subcomponent(s)

- If an educator is missing one or more subcomponents (*e.g., educator was out on maternity leave and did not have the required number of observations or the SLO could not be calculated*):
 - Do not submit scores for the missing subcomponent(s);
 - Do not submit an Overall rating

Example #1: Missing Subcomponents

Educator is missing the student performance subcomponents, as all assessments included in the SLO were not administered.

Action: report only the teacher observation subcomponent and do not report an overall rating.

Incorrect

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
XX	XX	2.71	N/A	OR03 (E)

Correct – an Overall rating should not be submitted

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
XX	XX	2.71	N/A	XX

Tip 2: Optional Subcomponent(s)

- The Optional Student Performance subcomponent is found in Tasks 3/8 of the approved evaluation plan.
 - For plans approved under Education Law §3012-d (prior to 2020) the Optional Student Performance subcomponent is based on a second growth score or a supplemental assessment.
 - Plans approved under Education Law §3012-d, as amended in 2019 (after January 1, 2020) have multiple options for the Optional Student Performance subcomponent.
- The Optional Teacher Observation/Principal School Visit subcomponent is based on the peer observation/school visit found in Tasks 4/9 of the approved evaluation plan.
- If an Optional subcomponent is not used per the approved evaluation plan, **do not submit data for the corresponding fields** – OPTIONAL STUDENT PERFORMANCE SCORE and OPTIONAL OBSERVATION/SCHOOL VISIT SCORE.

Example #2: Optional Student Performance Subcomponent Not Included in the Approved Educator Evaluation Plan

The Optional Student Performance subcomponent is not used per the LEA's approved evaluation plan.

Action: report all complete subcomponents and overall ratings, submit nothing for the Optional Student Performance subcomponent.

Incorrect

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
17	18	3.48	3.52	OR03 (E)

Correct – nothing should be reported for the Optional Student Performance subcomponent

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
17	N/A	3.48	3.52	OR03 (E)

Tip 3: Overall Rating

- If all subcomponents are complete for an educator, be sure to submit an Overall rating.
- An educator should only be missing an Overall rating if there are one or more incomplete subcomponent(s).
- The Overall rating should be based on the combination of the Student Performance and Teacher Observation/Principal School Visit category ratings, per the matrix defined in Education Law §3012-d(5); however, the category ratings should not be submitted.

Example #3a: Overall Rating (Complete Evaluation)

All subcomponents are complete (student performance and principal school visit).

Action: report all subcomponents and an Overall rating

Incorrect

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
17	N/A	3.48	3.52	XX

Correct – be sure to submit an Overall rating if all applicable subcomponents are complete

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
17	N/A	3.48	3.52	OR03 (E)

Example #3b: Overall Rating (Missing Subcomponent)

The Required Teacher Observation/Principal School Visit subcomponent was not able to be determined and optional peer observations/school visits are not included in the approved evaluation plan.

Action: report only the student performance subcomponents and do not report incomplete Overall ratings.

Incorrect

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
16	N/A	XX	XX	OR03 (E)

Correct – an Original Overall rating should not be submitted

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
16	N/A	XX	XX	XX

Example #3c: Overall Rating (determined by the evaluation matrix)

The Student Performance category rating and the Teacher Observation/ Principal School Visit category were both determined to be effective.

Action: use the evaluation matrix to determine the Overall rating using the category ratings; submit only the Overall Rating (category ratings should not be submitted).

		Teacher Observation/ Principal School Visit			
		Highly Effective (H)	Effective (E)	Developing (D)	Ineffective (I)
Student Performance	Highly Effective (H)	H	H	E	D
	Effective (E)	H	E	E	D
	Developing (D)	E	E	D	I
	Ineffective (I)	D*	D*	I	I

Incorrect

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
17	N/A	3.42	N/A	OR04 (H)

Correct – the Original Overall rating should be effective

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
17	N/A	3.42	N/A	OR03 (E)

Tip 4: A Zero Represents an Earned Score

- A value of zero should only be reported for an educator's score when the evaluation requirements have been completed and the educator's earned score is a zero.
- If an educator is missing one or more subcomponents, such subcomponent(s) should not be submitted and the Overall rating should also not be submitted.

Example #4: A Score of Zero

A zero should only be reported if it was earned.

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
0	N/A	3.50	N/A	OR02 (D)

If a subcomponent was not determined, it should not be submitted; an Overall rating should also not be submitted.

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
XX	N/A	3.50	N/A	XX

The information illustrated is specific to data submission. The final educator evaluation provided to the educator should consist of the following:

Example 1 – Student performance – required:0/ineffective, category: ineffective; Teacher observation/principal school visits – required: 3.50/highly effective, category: highly effective; Overall rating: developing;

Example 2 – Student performance – required: missing, optional: N/A, no category rating; Teacher observation/principal school visits – required: 3.50/highly effective, optional: N/A, category: effective; No overall rating.

Tip 5: Scores and Ratings based on Transition Measures

(applicable only to plans approved prior to 2020, under Education Law §3012-d*)

- Chapter 59 of the Laws of 2019 amended Education Law §3012-d to continue the use of the transition measures included in the approved Educator Evaluation plan to determine scores and ratings instead of the NYS grades 3-8 ELA/math State assessments (and State-provided growth scores). *Therefore, the original measures based on the NYS grades 3-8 ELA/math assessments and/or State-provided growth scores are no longer required to be calculated or provided to educators for advisory purposes.*
- Scores and ratings for an educator whose evaluation, per Task 2/7, is not based on NYS grades 3-8 ELA/Math assessments or State-provided growth scores are based on said measures.
- Scores and ratings for an educator whose evaluation, per Task 2/7 of the approved Educator Evaluation plan, is based on NYS grades 3-8 ELA/Math assessments or State-provided growth scores are instead based on Task 2/7 Transition (or the approved Supplemental Form for Alternate SLOs).
- Regardless of whether an educators' scores and ratings are based on the original measures in Task 2/7 of the approved Educator Evaluation plan or based on Task 2/7 Transition of the approved Educator Evaluation plan or Supplemental Form for Alternate SLOs, each educator should only have one set of scores and ratings.

* This includes approved Educator Evaluation variances and supplemental removal forms that have corresponding plans approved prior to 2020.

Example #5: Student performance based on Task 2/7 of Educator Evaluation plan

Educator's evaluation is not based on the NYS grades 3-8 ELA/math assessments or State-provided growth scores and all subcomponents are complete per Task 2/7 of the approved evaluation plan.

Action: report only one set of subcomponents and an Overall rating; do not report an additional set of data.

Incorrect

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
13	N/A	3.48	3.47	OR03 (E)
13	N/A	3.48	3.47	TOCR03 (E)

* Please note, Level 0 and Level 2 edit checks will only allow one set of records for each educator.

Correct – submit only one set of scores and ratings

STUDENT PERFORMANCE		OBSERVATION/SCHOOL VISIT		OVERALL RATING
REQUIRED	OPTIONAL	REQUIRED	OPTIONAL	
13	N/A	3.48	3.47	OR03 (E)

The information illustrated is specific to data submission. The final educator evaluation provided to the educator should consist of the following: Student performance – required: 13/developing, category: developing; Teacher observation/principal school visits – required: 3.48/effective, optional: 3.47/effective, category: effective; Overall rating: effective.

Tip 6: Completeness of Data

- Please be sure to submit data for all teachers and principals in the LEA subject to evaluation under Education Law §3012-d.
 - Staff Snapshot data will be used to estimate the completeness of the number of educators with evaluation data.
 - Staff Snapshot data will also be used to identify principals in educator evaluation data; educators identified as principals in Staff Snapshot that match on Staff ID with the educator evaluation file will be coded as principals.

Example #6: Educator with No Evaluation Data

Educator was subject to evaluation under Education Law §3012-d, but does not have any subcomponent scores and ratings to be reported (e.g., SLOs were not implemented, supplemental assessments were not administered, and only one observation was conducted).

Action: this educator will not be included in evaluation results submitted to the Department.

Our goal is to help each LEA submit a full and complete data set, to the extent the LEA was able to complete all or part of each educator's evaluation.

Please contact EvalData@nysed.gov for assistance or inquiries.

If you have questions about technical data reporting requirements, please contact your [Regional Information Center \(RIC\) or Big 5 City School District data center.](#)