

# Educator Evaluation Closeout

Implementation certification, data collection, and reporting

## Important Dates

Please see the table in the Educator Evaluation Closeout Reminders document on the [Resources for Educator Evaluation Data Collection and Submission page](#) for important deadlines related to educator evaluation data submission and certification and the Educator Evaluation Implementation Certification form.

Evaluation closeout and data submission deadlines are the final State deadlines. Local Level 1 centers will require earlier due dates to allow sufficient time for processing. In addition to data submission, LEAs must submit the Statement of Confirmation of Staff Evaluation Rating Verification Report.

## Reporting Requirements Related to Education Law §3012-d

All LEAs are required to submit evaluation data to SIRS that include staff evaluation ratings used for evaluation. Please share this information with personnel in your organization who have responsibility for data collection and reporting.

For Educator Evaluation plans under Education Law §3012-d approved prior to 2020, scores in each subcomponent and an overall rating should be reported for all educators subject to evaluation under Education Law §3012-d. Original SLOs must be the basis of the required student performance subcomponent for all educators whose evaluation measures per the LEA's approved evaluation plan DO NOT incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores. Alternate SLOs must be the basis of the required student performance subcomponent for all educators whose original evaluation measures per the LEA's approved evaluation plan incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores<sup>1</sup>.

For Educator Evaluation plans under Education Law §3012-d approved prior to January 1, 2020 with an accompanying approved Supplemental Removal form, scores in each subcomponent and an overall rating should be reported for all educators subject to evaluation under Education Law §3012-d. Original SLOs must be the basis of the required student performance subcomponent for all educators whose evaluation measures per the LEA's approved evaluation plan DO NOT incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores. Alternate SLOs must be the basis of the required student performance subcomponent for all educators whose original evaluation measures per the LEA's approved evaluation plan incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores. **The measures and assessments included in the approved Supplemental Removal form must replace original or alternate SLOs, as applicable.**

For Educator Evaluation plans under Education Law §3012-d, as amended in 2019, scores in each subcomponent and an overall rating based on the contents of the approved evaluation plan should be reported for all educators subject to evaluation under Education Law §3012-d.

For Educator Evaluation variances, scores in each subcomponent and an overall rating based on the contents of the approved evaluation variance must be reported for all educators subject to evaluation under Education Law §3012-d. The measures included in the evaluation plan for any subcomponent not included in the approved variance should be used as the basis of the evaluation.

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<sup>1</sup> In LEAs where the optional student performance subcomponent is used with a supplemental assessment, these educators do not require an alternate SLO; the basis of the student performance category is the optional measure.

The table below summarizes the data elements that are required to be submitted for Educator Evaluation under Education Law §3012-d via the Staff Evaluation Rating Template, exported from your local data systems for each teacher and principal. *Please note, If an LEA is unable to complete one of the subcomponents of Educator Evaluation, the completed subcomponent(s) may be submitted with no overall rating for applicable educators.*

<b>EDUCATOR EVALUATION PLANS APPROVED UNDER EDUCATION LAW §3012-D PRIOR TO 2020</b>	
<b>Evaluation Category</b>	<b>Description</b>
<b>Student Performance Category</b>	<p>Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP.</p> <p><i>If the evaluation measures per the LEA’s approved evaluation plan DO NOT incorporate the results of the NYS grades 3-8 ELA/Math assessments, State-provided growth scores, and/or the aimsweb assessment, these measures are the basis of the required student performance subcomponent score.</i></p> <p><i>If the evaluation measures per the LEA’s approved evaluation plan DO NOT incorporate the results of the NYS grades 3-8 ELA/Math assessments and/or State-provided growth scores, but DO incorporate the aimsweb assessment, the measures included in the Removal of aimsweb supplemental form are the basis of the required student performance subcomponent score.</i></p> <p><i>If the original evaluation measures per the LEA’s approved evaluation plan incorporate the results of the NYS grades 3-8 ELA/Math assessments and/or State-provided growth scores, Alternate SLOs are the basis of the required student performance subcomponent score.</i></p> <p><i>If the LEA has an approved variance that includes the student performance category, the measures and assessments included in the approved variance are the basis of scores and ratings.</i></p> <p>Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP.</p> <p><i>Please note, any optional student performance subcomponent based on a State-provided growth score should be excluded from an educator’s evaluation.</i></p>
<b>Teacher Observation/Principal School Visit Category</b>	<p>Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB.</p> <p>Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.</p>
<b>Overall Evaluation Rating Category</b>	<p>Overall ratings reported using the following codes: OCR04 = highly effective, OCR03 = effective, OCR02 = developing, OCR01 = ineffective based on the matrix prescribed in Education Law §3012-d(5).</p>
<b>EDUCATOR EVALUATION PLANS APPROVED UNDER EDUCATION LAW §3012-D AS AMENDED IN 2019</b>	
<b>Evaluation Category</b>	<b>Description</b>
<b>Student Performance Category</b>	<p>Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP.</p> <p>Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP.</p> <p><i>If the LEA has an approved variance that includes the student performance category, the measures and assessments included in the approved variance are the basis of scores and ratings.</i></p>

<b>Teacher Observation/ Principal School Visit Category</b>	<p>Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB.</p> <p>Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.</p> <p><i>If the LEA has an approved variance that includes the teacher observation/principal school visit category, the process included in the approved variance is the basis of scores and ratings.</i></p>
<b>Overall Evaluation Rating Category</b>	<p>Overall ratings reported using the following codes: OCR04 = highly effective, OCR03 = effective, OCR02 = developing, OCR01 = ineffective based on the matrix prescribed by Education Law §3012-d(5).</p>

### Educator Evaluation Summaries for LEAs

To assist LEAs with the calculation, distribution, and data submission of evaluation scores and ratings, the Office of Educator Quality and Professional Development has prepared **updated** Educator Evaluation summaries applicable to the approved evaluation plan, which will be made available for each LEA through [SED Monitoring](#) in the Educator Quality portal. Regional Information Centers will also receive an updated Educator Evaluation summary for all LEAs in their area. This Educator Evaluation summary provides information from the approved Educator Evaluation plan on measures and assessments, HEDI scoring ranges for observations and principal school visits, and subcomponent weighting, as applicable. The Educator Evaluation summary is broken into groups of educators based on the selected measures. Each summary also provides a description of the items that should be distributed to educators as their final evaluation and those that should be submitted to the Department for the October evaluation data submission deadline<sup>2</sup>. Detailed information and examples of the Educator Evaluation summaries can be found on the [Resources for Educator Evaluation Data Collection and Submission page](#). Questions regarding the Educator Evaluation summaries can be directed to [EvalData@nysed.gov](mailto:EvalData@nysed.gov).

### Additional Questions and Information

If you have any questions about the submission of data to SIRS, please contact your [RIC or Big 5 City School District data center](#) or the [Office of Information and Reporting Services](#).

If you have any questions regarding the submission of educator evaluation data, please contact [EvalData@nysed.gov](mailto:EvalData@nysed.gov). If you require assistance with your Educator Evaluation plan, please contact [EducatorEval@nysed.gov](mailto:EducatorEval@nysed.gov). Please also see the posted [resources related to Education Law §3012-d](#) and [resources related to Education Law §3012-d as amended in 2019](#) for further information on evaluation ratings resulting from evaluation plans approved pursuant to Education Law §3012-d. [Resources for Educator Evaluation Data Collection and Submission](#) are also posted on the NYSED website.

<sup>2</sup> For specific timelines related to Educator Evaluation plan closeout and data submission, see the [Resources for Educator Evaluation Data Collection and Submission page](#).

# Frequently Asked Questions

## General Questions

### **Q1: Other than the Educator Evaluation Implementation Certification Form, what further information is required to be submitted to the Department to demonstrate full implementation of my LEA's evaluation plan?**

A: LEAs must report final and complete evaluation data for all applicable teachers and principals to the New York State Education Department's Student Information Repository System (SIRS) by the October deadline<sup>3</sup>. Required elements can be found in the table in Q12 of this FAQ.

In addition, the Statement of Confirmation of Staff Evaluation Rating Verification Report is required to be signed by the LEA's certifying official who verifies the data submitted to the Department by the October deadline. By signing the Implementation Certification form that is due to the Department in August, LEAs assure that all data will be submitted to the Commissioner starting in July to the extent practicable, and that all data submitted to the Commissioner by the October deadline will be a complete and accurate representation of the information requested and includes all required scores and ratings consistent with the implemented evaluation plan for all teachers and principals employed by the LEA for the corresponding school year.

However, please be advised that pursuant to Education Law §3012-d(9) and Education Law §3012-d(15), the Department reserves the right to monitor and take appropriate action with districts, including potential loss of State aid, if a district is not fully implementing their approved evaluation plan in accordance with the law and regulations.

### **Q2: When is information related to Educator Evaluation implementation and data due to the Department?**

A: For specific timelines related to Educator Evaluation plan closeout and data submission, see the [Resources for Educator Evaluation Data Collection and Submission page](#).

The Implementation Certification form is due to the Department in late August.

Submission of staff evaluation data for classroom teachers and building principals is required to be submitted starting in July to the extent practicable; however, the submission of full and complete data consistent with the implemented Educator Evaluation plan are due to the Department in October. Please note: Local Level 1 data centers will require earlier due dates to allow sufficient time for processing.

In addition, the Statement of Confirmation of Staff Evaluation Rating Certification Report form is required to be signed by the LEA's certifying official and submitted one week after the data submission deadline.

### **Q3: Do we need to submit staff evaluation data? What happens if we do not submit data?**

A: It is expected that all LEAs will have taken the steps necessary to carry out the evaluations of classroom teachers and building principals in accordance with the approved Educator Evaluation plan. Therefore, the Commissioner requires proof of submission of preliminary staff evaluation data for classroom teachers and building principals by no later than July 1, to the extent practicable, and a certification by the superintendent of schools that final, complete data consistent with the implemented evaluation plan will be submitted by the October deadline<sup>4</sup>. As a reminder, pursuant to Education Law §3012-d(11), school districts must demonstrate that they have implemented their Educator Evaluation plans in the prior school year in order to be eligible for an increase in State aid for the coming school year.

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<sup>3</sup> For specific timelines related to Educator Evaluation plan closeout and data submission, see the [Resources for Educator Evaluation Data Collection and Submission page](#).

<sup>4</sup> Ibid.

## Data Submission Questions

### **Q4: How are the data submitted?**

A: LEAs should follow typical protocol for data submission. For questions regarding loading staff evaluation data into SIRS, please contact your RIC/Big 5 City School District data center. A [list of Level 1 data center contacts](#) is posted online.

### **Q5: What format should be used to submit the data?**

A: Some LEAs have Professional Development, Instructional Information, Human Resources, or Financial Systems that allow users to enter evaluation scores and ratings and export the data in the New York State data collection format. Other LEAs create spreadsheets in the NYS data collection format, while others manually enter the data in the Level 0 application. Follow typical protocol for data submission and/or formatting. If you have additional questions you may want to contact your Level 1 data center.

### **Q6: Are we required to report both teacher and principal data?**

A: Yes, both teacher and principal data are required to be submitted to the Department.

### **Q7: What educator ID should be used when submitting the data?**

A: Staff Evaluation Rating records can be submitted using either the local ID (field 2) or the Alternate Staff (TEACH) ID (field 14). Either field 2 or field 14 is used, not both. The ID used (field 2 or 14) must match that defined in the Staff Snapshot table. This ID matches the staff person's TEACH ID held in the NYSED's Teacher certification database.

### **Q8: Should NYS grades 3-8 ELA/math assessments and State-provided growth scores be used for staff evaluation?**

A. On April 12, 2019, Governor Andrew Cuomo signed Chapter 59 of the Laws of 2019, which amended Education Law §3012-d. As a result of these amendments, for Educator Evaluation plans under Education Law §3012-d approved prior to 2020, the transition measures included in the approved educator evaluation plan will continue to be used in determining scores and ratings instead of the NYS grades 3-8 ELA/math 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. For Educator Evaluation plans under Education Law §3012-d approved prior to January 1, 2020 with an accompanying approved Supplemental Removal form, **the measures and assessments included in the approved Supplemental Removal form shall replace original or alternate SLOs, as applicable.**

For Educator Evaluation plans under Education Law §3012-d, as amended in 2019, the measures included in the approved educator evaluation plan should be used as included in the plan; transition measures are not included in such plans.

For Educator Evaluation variances, scores in each subcomponent and an overall rating based on the contents of the approved evaluation variance must be reported for all educators subject to evaluation under Education Law §3012-d. The measures included in the evaluation plan for any subcomponent not included in the approved variance should be used as the basis of the evaluation, consistent with the guidance provided for evaluation plans based on the approval year.

### **Q9: Do Transition scores and ratings need to be submitted for all educators?**

A: For Educator Evaluation plans under Education Law §3012-d approved prior to 2020, transition scores and ratings are required to be submitted instead of Original scores and ratings for **all** educators whose evaluation scores and ratings are determined using the NYS grades 3-8 ELA/Math assessments or State-provided growth

scores, in whole or in part. This includes grades 3-8 ELA/math teachers, principals of grades 3-8 and 9-12, in addition to any other educator assigned a school-, program-, district-, or BOCES-wide measure that is based on the NYS grades 3-8 ELA/Math assessments or State-provided growth scores, in whole or in part. For these educators, only Transition scores and ratings should be submitted; 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.

For Educator Evaluation plans under Education Law §3012-d approved prior to January 1, 2020 with an accompanying approved Supplemental Removal form, the measures and assessments included in the approved Supplemental Removal form shall replace original or alternate SLOs, as applicable.

Only Original staff evaluation scores and ratings should be submitted for those educators whose evaluation scores and ratings **are not** determined using the NYS grades 3-8 ELA/Math assessments or State-provided growth scores, per Task 2/Task 7 of the [approved Educator Evaluation plan](#).

*Please note, regardless of whether an educator receives original or transition scores and ratings, only one set of scores and ratings should be submitted to the Department using only one set of codes. The second set of codes beginning with 'T' have been eliminated.*

For Educator Evaluation plans under Education Law §3012-d, as amended in 2019, the measures included in the approved evaluation plan should be used as included in the plan; transition measures are not included in such plans.

For Educator Evaluation variances, scores in each subcomponent and an overall rating based on the contents of the approved evaluation variance must be reported for all educators subject to evaluation under Education Law §3012-d. The measures included in the evaluation plan for any subcomponent not included in the approved variance should be used as the basis of the evaluation, consistent with the guidance provided for evaluation plans approved prior to 2020.

Further information on the submission of educator evaluation scores and ratings is included on [Resources for Educator Evaluation Data Collection and Submission page](#).

#### **Q10: How do we determine which educators receive Transition scores and ratings?**

A: A: For Educator Evaluation plans under Education Law §3012-d approved prior to 2020, all educators whose evaluation scores and ratings **would have been** determined, in whole or in part, using NYS grades 3-8 ELA/Math assessments or State-provided growth scores, based on Task 2/7 of the approved educator evaluation plan for 2021-22, require Transition scores and ratings based on Task 2/7 Transition of the educator evaluation plan. For Educator Evaluation plans under Education Law §3012-d approved prior to January 1, 2020 with an accompanying approved Supplemental Removal form, the measures and assessments included in the approved Supplemental Removal form shall replace original or alternate SLOs, as applicable.

Transition measures do not apply to newly approved Educator Evaluation plans under Education Law §3012-d, as amended in 2019.

For Educator Evaluation variances, scores in each subcomponent and an overall rating based on the contents of the approved evaluation variance must be reported for all educators subject to evaluation under Education Law §3012-d. The measures included in the evaluation plan for any subcomponent not included in the approved variance should be used as the basis of the evaluation, consistent with the guidance provided for evaluation plans approved prior to 2020.

Educator Evaluation summaries will be made available through [SED Monitoring](#) in the Educator Quality portal for each LEA with approved Educator Evaluation plans. This Educator Evaluation summary provides information from the approved Educator Evaluation plan on measures and assessments, HEDI scoring ranges for

observations and principal school visits, and subcomponent weighting, as applicable. The Educator Evaluation summary is broken into groups of educators based on the use of optional subcomponents and the type of scores and ratings needed (original or transition) and provides a description of the items that should be distributed to educators as their final evaluation and those that should be submitted to the Department.

Questions regarding Educator Evaluation summaries can be directed to [EvalData@nysed.gov](mailto:EvalData@nysed.gov). Regional Information Centers also receive an Educator Evaluation summary for all LEAs in their area.

**Q11. Will any educator receive two sets of scores and ratings (both Original and Transition)?**

No. All educators will receive only one set of scores and ratings.

For Educator Evaluation plans under Education Law §3012-d approved prior to 2020, scores and ratings are either based on the measures and assessments indicated in Task 2/Task 7 of the approved Educator Evaluation plan; or for educators whose evaluation scores and ratings **would have been** determined using the NYS grades 3-8 ELA/Math assessments or State-provided growth scores, in whole or in part based on Task 2/Task 7 of the approved Educator Evaluation plan, based on the transition measures and assessments included in Task 2/Task 7 Transition of the approved Educator Evaluation plan for 2021-22.

For Educator Evaluation plans under Education Law §3012-d, as amended in 2019, the measures included in Task 2/Task 7 of the approved Educator Evaluation plan are the basis of scores and ratings.

**Q12: What elements are required to be submitted to the Department for each teacher and principal in the Staff Evaluation Rating template?**

A: The table below summarizes the data elements that are required to be submitted via the Staff Evaluation Rating Template, exported from your local data systems for each teacher and principal under Education Law §3012-d.

EDUCATOR EVALUATION PLANS APPROVED UNDER EDUCATION LAW §3012-D PRIOR TO 2020	
Evaluation Category	Description
Student Performance Category	<p>Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP.</p> <p><i>If the evaluation measures per the LEA’s approved evaluation plan DO NOT incorporate the results of the NYS grades 3-8 ELA/Math assessments, State-provided growth scores, and/or the aimsweb assessment, these measures are the basis of the required student performance subcomponent score.</i></p> <p><i>If the evaluation measures per the LEA’s approved evaluation plan DO NOT incorporate the results of the NYS grades 3-8 ELA/Math assessments and/or State-provided growth scores, but DO incorporate the aimsweb assessment, the measures included in the Removal of aimsweb supplemental form are the basis of the required student performance subcomponent score.</i></p> <p><i>If the original evaluation measures per the LEA’s approved evaluation plan incorporate the results of the NYS grades 3-8 ELA/Math assessments and/or State-provided growth scores, Alternate SLOs are the basis of the required student performance subcomponent score.</i></p> <p><i>If the LEA has an approved variance that includes the student performance category, the measures and assessments included in the approved variance are the basis of scores and ratings.</i></p> <p>Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP.</p> <p><i>Please note, any optional student performance subcomponent based on a State-provided growth score should be excluded from an educator’s evaluation.</i></p>

<b>Teacher Observation/ Principal School Visit Category</b>	Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB.  Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.
<b>Overall Evaluation Rating Category</b>	Overall ratings reported using the following codes: OCR04 = highly effective, OCR03 = effective, OCR02 = developing, OCR01 = ineffective based on the matrix prescribed in Education Law §3012-d(5).
<b>EDUCATOR EVALUATION PLANS APPROVED UNDER EDUCATION LAW §3012-D AS AMENDED IN 2019</b>	
<b>Evaluation Category</b>	<b>Description</b>
<b>Student Performance Category</b>	Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP.  Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP.  <i>If the LEA has an approved variance that includes the student performance category, the measures and assessments included in the approved variance are the basis of scores and ratings.</i>
<b>Teacher Observation/ Principal School Visit Category</b>	Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB.  Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.  <i>If the LEA has an approved variance that includes the teacher observation/principal school visit category, the process included in the approved variance is the basis of scores and ratings.</i>
<b>Overall Evaluation Rating Category</b>	Overall ratings reported using the following codes: OCR04 = highly effective, OCR03 = effective, OCR02 = developing, OCR01 = ineffective based on the matrix prescribed by Education Law §3012-d(5).

**Q13: Can the reported numerical scores contain decimals?**

A: Required Teacher Observation/Principal School Visit subcomponent scores will be a score of 0.00 or from 1.00 to 4.00, Optional Teacher Observation/Principal School Visit subcomponent scores will be a score from 1.00 to 4.00. These scores may contain up to two decimal places (see, e.g., pages 25-26 of [Educator Evaluation Guidance \(§3012-d\)](#)).

Required and Optional Student Performance subcomponent scores may not be reported as decimals and should be a whole number from 0 to 20

**Q14: How do I find out if our data has been submitted to the Department? I think we submitted our full and complete data set, but I would like to confirm and verify the data. How do we do so?**

A: Your submitted data can be viewed on the SIRS-331 Staff Evaluation Rating Verification Report in the Level 2 (L2RPT) Reporting System. If your data is not available in L2RPT, please follow typical protocol for questions surrounding data submission, which may include contacting your Level 1 data center to determine if data has been submitted and that the person attempting to review the data has the proper entitlements to that report.

*Please note:* Staff Evaluation Rating Records can only be verified in the SIRS-331 Staff Evaluation Rating Verification Report. The report is a district-only report and, as such, only users with district-level accounts can view and verify this data if provisioned (entitled) in SEDDAS. The user must be granted access to L2RPT and Staff



Evaluation (or Staff Evaluation Only) for the L2RPT application in SEDDAS.

**Q15: What should I do if there are incorrect data in my Staff Evaluation Rating Report?**

A: Prior the October submission deadline<sup>5</sup>, LEAs should verify the data submitted to the Department Level 2 (L2RPT).

If you believe there has been an error in the data reported to the Department, please check your source data to confirm that the data submitted to the Department are the correct data. If an error still exists after confirming your source data, contact your RIC/Big 5 City School District data center through your local data coordinator to confirm that the data submitted to the Department are the correct data before the October submission deadline.

After the October deadline, changes for staff evaluation data will be handled through the [Level 0 Historical application](#). More information about the availability of Level 0 Historical will be communicated from the Office of Information Reporting Services after the initial reporting cycle is complete.

**Q16: We do not have full and complete data for all of our educators. What data do we submit to the Department for those educators with incomplete subcomponent scores/ratings? Should a zero be used for an incomplete subcomponent score?**

A: If an LEA has one or more educator(s) who are missing a subcomponent evaluation score, the LEA should **only** report the complete subcomponent(s) and should **not** report an Overall rating for those educator(s) who are missing one or more subcomponent score(s). A value of zero should only be reported for an educator's subcomponent score when the evaluation requirements for the subcomponent have been completed and the educator's performance merits a score of zero.

**Q17: Should an Overall Rating be reported for an educator who is missing a subcomponent?**

A: No, LEAs should **not** report an Overall rating for an educator who is missing one or more subcomponent score(s).

**Q18: If an educator is missing a subcomponent, should that educator be left out of the data file?**

A: No, to the extent that teacher or principal evaluation is available, LEAs should submit all complete data sets for that educator even if there are one or more subcomponents missing (see Q22 and 23 above). However, an Overall rating should not be submitted for an educator who is missing one or more subcomponents.

**Q19. How do I report an educator who was subject to evaluation under Education Law §3012-d, but for whom there are no staff evaluation data (i.e. missing all subcomponents)?**

A. In the case that an educator has no complete evaluation subcomponents, nothing should be submitted for this educator; they should be left out of the submitted data file.

**Q20: If an educator's score is the subject of an ongoing appeal that will not be resolved by the October deadline<sup>6</sup> what data should be submitted? If we have submitted and certified our data, but, due to an appeal an educator's score changes after the deadline, what action is needed?**

A: The data submitted to the Department by the October submission deadline should be the data as it stands as of that date. The Department understands that as a result of appeals, data may still be the subject of change after the deadline. Changes for educator evaluation data after this date will be handled through the [Level 0](#)

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<sup>5</sup> For specific timelines related to Educator Evaluation plan closeout and data submission, see the [Resources for Educator Evaluation Data Collection and Submission page](#).

<sup>6</sup> Ibid.

[Historical application](#) for LEAs with approved appeals. More information about the process for submitting changes will be made available after the after the initial reporting cycle is complete.

## Statement of Confirmation of Staff Evaluation Rating Verification Report Questions

### **Q21: Where do I find the Statement of Confirmation of Staff Evaluation Rating Verification Report?**

A: The certification form is made available in through [SED Monitoring](#) in the Educator Quality portal, in the same location as the online Educator Evaluation submission form.<sup>7</sup>

### **Q22: How do I submit the Statement of Confirmation of Staff Evaluation Rating Verification Report?**

A: The certification form must be submitted through [NYSED's Application Business Portal](#), in the same location as the online Educator Evaluation submission form.<sup>8</sup>

### **Q23: What information needs to be included on the Statement of Confirmation of Staff Evaluation Rating Verification Report?**

A: The Statement of Confirmation of Staff Evaluation Rating Verification Report is an online form that requires LEAs to provide the following information:

- 1) A statement confirming that the Staff Evaluation Rating Verification Report(s) which were generated using the Level 2 Reporting System have been viewed, including the date on which they were viewed;
- 2) A statement confirming the accuracy of the data reported (this option should be used even if there were educators subject to evaluation under Education Law §3012-d for whom staff evaluation data was not submitted), or a statement that the accuracy of data reported cannot be confirmed;
- 3) The name of the LEA official providing the certifications; and
- 4) The title of the LEA official providing the certifications.

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<sup>7</sup> Please see Section M57 of the [§3012-d APPR Guidance](#).

<sup>8</sup> Please see Section M58 of the [§3012-d APPR Guidance](#).