



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				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISITS				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
XX	XX	XX	XX	2.71	REQOB	N/A	N/A	OCR03 (E)

Correct – an Overall rating should not be submitted

STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISITS				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
XX	XX	XX	XX	2.71	REQOB	N/A	N/A	XX

The information illustrated is specific to data submission. The final educator evaluation provided to the educator should consist of the following: Teacher observation – required: 2.71/effective, category: effective. This educator should not receive any student performance subcomponents or category rating and should not receive an overall rating.

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 the corresponding codes** – OPTSP or OPTOB.

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				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
17	REQSP	18	OPTSP	3.48	REQOB	3.52	OPTOB	OCR03 (E)

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

STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
17	REQSP	N/A	N/A	3.48	REQOB	3.52	OPTOB	OCR03 (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: 17/effective, category: effective; Teacher observation/principal school visits – required: 3.48/effective, optional: 3.52/highly effective, category: effective; Overall rating: effective.

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				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
17	REQSP	N/A	N/A	3.48	REQOB	3.52	OPTOB	XX

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

STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
17	REQSP	N/A	N/A	3.48	REQOB	3.52	OPTOB	OCR03 (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				TEACHER OBSERVATION/PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
16	REQSP	N/A	N/A	XX	XX	XX	XX	OCR03 (E)

Correct – an Original Overall rating should not be submitted

STUDENT PERFORMANCE				TEACHER OBSERVATION/PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
16	REQSP	N/A	N/A	XX	XX	XX	XX	XX

The information illustrated is specific to data submission. The final educator evaluation provided to the educator should consist of the following: Student performance – required: 16/effective, category: effective; Teacher observation/principal school visits – required: missing, no category rating; No overall rating.

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				TEACHER OBSERVATION/PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
17	REQSP	N/A	N/A	3.42	REQOB	N/A	N/A	OCR04 (H)

Correct – the Original Overall rating should be effective

STUDENT PERFORMANCE				TEACHER OBSERVATION/PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
17	REQSP	N/A	N/A	3.42	REQOB	N/A	N/A	OCR03 (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				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	0	REQSP	N/A	N/A	3.50	REQOB	N/A	N/A	OCR02 (D)

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

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	XX	XX	N/A	N/A	3.50	REQOB	N/A	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 #5a: 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 2021-22 evaluation plan.

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

Incorrect

STUDENT PERFORMANCE				TEACHER OBSERVATION/PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
13	REQSP	N/A	N/A	3.48	REQOB	3.47	OPTOB	OCR03 (E)
13	TREQSP	N/A	N/A	3.48	TREQOB	3.47	TOPTOB	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				TEACHER OBSERVATION/PRINCIPAL SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
13	REQSP	N/A	N/A	3.48	REQOB	3.47	OPTOB	OCR03 (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.

Example #5b: Student performance based on Task 2/7 Transition of Educator Evaluation plan or Supplemental Form for Alternate SLOs

The measures included in Task 2/7 of the approved evaluation plan are based on NYS grades 3-8 ELA/math assessments or State-provided growth scores, therefore the student performance subcomponent was calculated using an Alternate SLO*.

Action: report only one set of subcomponents and an Overall rating using the Alternate SLO* for student performance; do not report an additional set of data.

Incorrect – Transition codes are used

STUDENT PERFORMANCE				OBSERVATION/SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
14	TREQSP	N/A	N/A	3.48	TREQOB	3.47	TOPTOB	TOCR03 (E)

Correct – submit only one set of scores and ratings using the codes shown below

STUDENT PERFORMANCE				OBSERVATION/SCHOOL VISIT				OVERALL CODE
REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
14	REQSP	N/A	N/A	3.48	REQOB	3.47	OPTOB	OCR03 (E)

*The Alternate SLO is included in Task 2/7 Transition of the approved evaluation plan or in the approved Supplemental Form for Alternate SLOs.

The information illustrated is specific to data submission. The final educator evaluation provided to the educator should consist of the following: Student performance – required: 14/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 an educator's evaluation.

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