
STAFF EVALUATION DATA COLLECTION APPLICATION

December 15, 2016



Idaho State Department of Education

PO Box 83720

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The Staff Evaluation Data Collection application (SEDC) provides the ability for a Local Education Agency (LEA) to submit and certify staff evaluation results for principals, pupil service staff members, and instructional staff. It is designed to provide the ability for LEAs to submit and manage their own data and to reduce the burden of data submission to be in compliance with rules regarding reporting of staff evaluation data as passed by the Idaho State Board of Education.

If you have any questions or would like to receive additional information, contact:

Idaho State Department of Education
 PO Box 83720
 Boise, ID 83720-0036
 Fax: 208-334-2228

| Contact | Areas of Concern |
|--|--|
| <p>Tyson Carter Coordinator, School Improvement/Educator Effectiveness tcarter@sde.idaho.gov (208) 332-6917</p> | <ul style="list-style-type: none"> For questions regarding the teacher evaluation process. <p>Also, resources can be found at the following location about Idaho’s staff evaluation process and requirements: http://www.sde.idaho.gov/federal-programs/ed-effectiveness/index.html.</p> |
| <p>Chris Campbell Chief Technology Officer cacampbell@sde.idaho.gov (208) 332-6970</p> | <ul style="list-style-type: none"> Functionality of the application, such as uploading evaluation data and questions on the data structures. |
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| | |
|--|---|
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| <p style="text-align: center;">Roger Evans ISEE Technical Coordinator revans@sde.idaho.gov (208) 332-6982</p> | <ul style="list-style-type: none"> • Functionality of the application, such as uploading evaluation data and questions on the data structures. |
| <p style="text-align: center;">SDE Support Desk support@sde.idaho.gov (208) 332-6987</p> | <ul style="list-style-type: none"> • For all other technical questions and/or issues not related to how the application functions. For example, getting access to the application and user account issues. |

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I Introduction

The Staff Evaluation Data Collection application (SEDC) was created to provide district and school personnel a means to report evaluation data for principals, pupil services staff members, and instructional staff. The collection of evaluation data is required in order to be in compliance with IDAPA 08.02.01.251.

II Access to SEDC

There are currently two levels of access to SEDC. By default, Superintendents and Charter Administrators have full access to SEDC on behalf of their Local Education Agency (LEA). This access allows the user to upload and edit information, review information, and to certify and submit data to the State Department of Education.

Full Access to the SEDC application has been assigned to the following role in the ISEE Application Admin Tool:

Superintendents

Any new staff assigned to this role will inherit access to Staff Evaluation.

A second level of access is available to provide the ability to upload and edit information and to review information. This lower level of access does not have the ability to certify and submit data to the SDE.

Limited Access may be assigned to those district personnel tasked with uploading/editing evaluation data. This level provides access to all tasks within the application, except for the ability to submit/certify the data to the SDE. This access must be manually assigned through the ISEE Application Admin Tool.

The role that would be provisioned in the Admin Tool is: Staff Evaluation Editor

For information about accessing SEDC, contact your district Technology Coordinator or see the following:

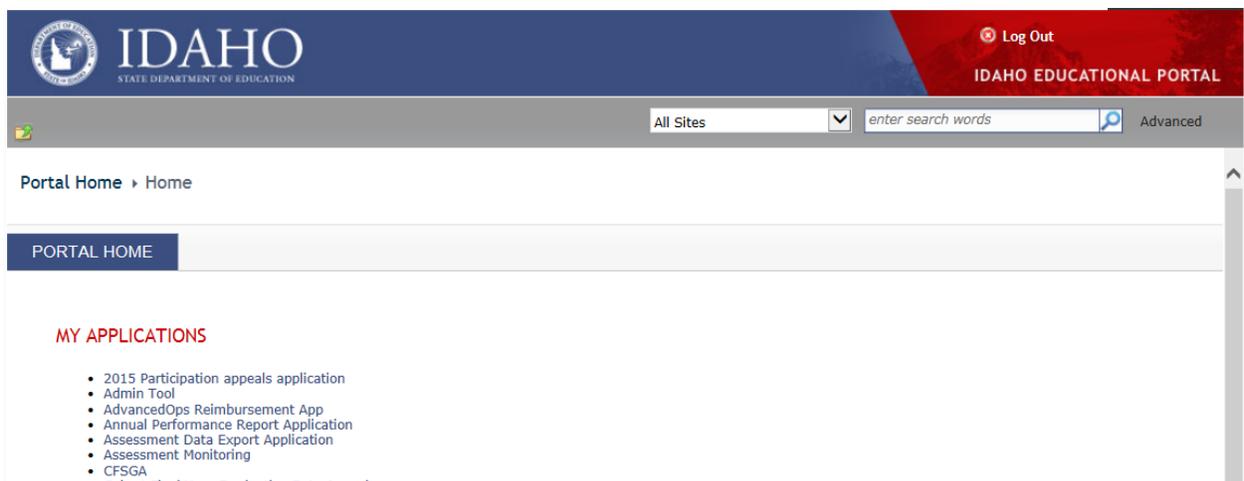
<http://www.sde.idaho.gov/tech-services/isee/training/general/Administration-Tool-Application.pdf>

III Using the Application

1) Logging in to the SEDC application

1. Navigate to the ISEE Portal (<https://isee.sde.idaho.gov>) and sign in. Contact your district technology coordinator to gain login credentials.
2. Choose *Staff Evaluation Data Collection Application*, under the *My Applications* menu on the ISEE Portal homepage.

Idaho Educational Portal Home Page



2) Submitting /Edit Evaluations

Note:

If you have collected your staff evaluation data in a spreadsheet, please skip to section 4) [Upload Evaluations](#) for instructions on how to upload your spreadsheet file.

To submit staff evaluation information manually, select **Evaluations** from the menu options at the top and select **Edit Evaluations**.

Staff Evaluation Home Page

IDAHO STATE DEPARTMENT OF EDUCATION Staff Evaluation Data Collection (SEDC)

Home Logged in As:

Welcome to Staff Evaluation Data Collection (SEDC)

At A Glance

Welcome to the Staff Evaluation Data Collection application.

This application provides the ability for LEAs to submit and certify staff evaluation results for principals, pupil service staff members, and instructional staff.

If you have any questions about Idaho's staff evaluation process and requirements, you will find resources at the following location:
<http://www.sde.idaho.gov/federal-programs/ed-effectiveness/index.html>.
 Additionally, you may contact Tyson Carter at (208) 332-6917 or by email at tcarter@sde.idaho.gov.

If you have questions about utilizing this application, please refer to the User Manual [In Progress]. For all other questions and/or issues, please contact the SDE Support Desk at (208) 332-6987 or by e-mail at support@sde.idaho.gov.



The roster information displayed comes from ISEE. This form displays your principals, pupil services staff members, and instructional staff.

View Roster and Edit Evaluations

This page displays your current district's roster and current evaluation status. All principals, pupil service staff members, and instructional staff with valid contracts/assignments must have an evaluation submitted.

If staff is missing from the list below see the User Manual.

| Summary | | | | | | | |
|--------------------|----|--|--|--|--|--|--|
| Error - Incomplete | 27 | | | | | | |
| Total | 27 | | | | | | |

Export Roster Summary Export Roster

Drag a column header and drop it here to group by that column

| Modif... | Given | Family | EduID | Type | School | Status | |
|----------|---------|-----------|-----------|---------------|-----------------|--------------------|------|
| | Jimmy | Butler | 000068849 | Instructional | Rio High School | Error - Incomplete | Edit |
| | Tamika | Catchings | 000077347 | Instructional | Rio High School | Error - Incomplete | Edit |
| | Kevin | Durant | 000013315 | Instructional | Rio High School | Error - Incomplete | Edit |
| | Lindsay | Whalen | 000013203 | Instructional | Rio High School | Error - Incomplete | Edit |

Note:

*If your evaluations have already been submitted and certified, the **Edit** button on this form appears as a **View** button. In addition, the pop up form that appears after selecting the **View** button is in View Only mode, meaning that it cannot be edited.*

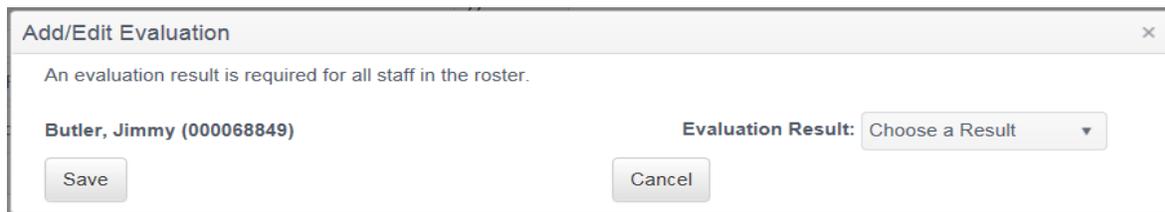
Important:

Staff members appear on this list based on the contracts and assignments reported for them in ISEE. If a staff member is not in this list but should be, an ISEE resubmission to correct data will likely be required.

At the top of the page is a summary to aid you during evaluation entry. This summary information provides the status of evaluations. Included are the total number of staff members listed in the roster, total number of incomplete evaluations, and the total number of complete evaluations.

Click on the **Edit** button to edit an individual staff member’s record and confirm or update their evaluation.

If the **Status** on the staff record is *Error - Incomplete*, the following form appears.



If the staff member is a principal:

- Once you select an **Evaluation Result**, the screen will prompt you for an **Evaluation Date**. Enter the date and choose **Save**. The principal’s evaluation is now ready for submission.

If the staff member is an instructional staff or pupil services staff member, select an **Evaluation Result**.

- If an evaluation was completed for this staff member, select one of the **Evaluation Result** options:
 - **1 – Unsatisfactory, 2 – Basic, 3 – Proficient, or 4 – Distinguished.**
- If an evaluation was not completed for this staff member, one of the following **Evaluation Result** options must be selected.
 - **D – Deceased, H – Late Hire, L – Leave, R – Roster Incorrect, T – Early Termination, and N- No Evaluation.**

Important:

R – Roster Incorrect would only be selected if an individual appears in the list but did not receive an evaluation of the expected type (Principal or Instructional/Pupil Services); *N – No Evaluation* should only be used if no other reason fits the situation.

Once you select an **Evaluation Result** the following screen appears.

The screenshot shows a web form titled "Add/Edit Evaluation". At the top, it states "An evaluation result is required for all staff in the roster." Below this, the staff name "Butler, Jimmy (000068849)" is displayed next to an "Evaluation Result" dropdown menu set to "2 - Basic". The form contains several input fields: "Evaluation Date" with a calendar icon, "Number of components rated unsatisfactory" with a numeric spinner, and two "Choose Yes or No" dropdown menus for "Did majority (50%+1) of students meet targets?" and "Did the employee have an individualized professional learning plan?". There are two columns of checkboxes: "Student Achievement Indicators" (including ISAT, Student Learning Objectives, Formative Assessment, Teacher-Constructed Assessments, Pre-and-Post Tests, Performance Based Assessments, Idaho Reading Indicator (IRI), College Entrance Exams, District Adopted Assessments, End of Course Exams, Advanced Placement (AP) Exams, and Career Technical Exams (CTE)) and "Student Success Indicators" (including Students' 504 or IEP Plans, Students' Behavior Improvement Plans, and School/District Identified Student Objectives). "Save" and "Cancel" buttons are at the bottom.

All fields on the form must be filled in as follows:

- **Evaluation Date:**
 - Enter the actual date the evaluation was completed. If you have staff evaluation dates that extend beyond June 1st (defined by IDAPA 33-514), you will be requested to certify that you accept this discrepancy during the submission process.
- **Number of components rated unsatisfactory:**
 - Enter a value between 0 – 22.
- **Did majority (50% + 1) of students meet targets?**
 - Enter a Y or N value.
- **Did the employee have a Professional Learning Plan?**

- Enter a Y or N value.
- **Which indicators were used:**
 - Select each *Student Achievement Indicator* or *Student Success Indicator* used to evaluate the staff member.

Upon completion of the form, select **Save** or **Cancel**. **Save** readies the staff evaluation record for submission, but can still be edited up until the point that all evaluations are certified and submitted. **Cancel** will not save your changes.

If the **Status** is anything other than *Error - Incomplete*, the **Add/Edit Evaluation** form appears prefilled with existing information as was previously entered. The evaluation may then be edited and saved as above.

3) View Evaluations

Evaluations that have been entered and are ready for submission appear on the **View Evaluations** screen. Additionally, evaluations that have been submitted using the **Certify and Submit** option will also appear here.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

Drag a column header and drop it here to group by that column

| EduID | Given | Family | Type | Result | School | Rev # | |
|-----------|----------|---------|---------------|-------------------|------------------------|-------|----------------------|
| 000029067 | Allison | Schmitt | Instructional | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000036486 | Aly | Raisman | Instructional | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000093276 | April | Ross | Instructional | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000018286 | Brittney | Griner | Instructional | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000072408 | Carmelo | Anthony | Instructional | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000036066 | DeMar | DeRozan | Instructional | 4 - Distinguished | Rio High School (9876) | 1 | View |

This form allows you to view the evaluation information and to see detailed information on revisions.

- This screen displays the number of times a revision occurred over time and the detail per revision, in the **Rev #**.
- If changes need to be made and evaluations have not been submitted and certified, go back to the **Edit Evaluations** form and make any necessary changes.

- To see evaluation revision history, click on the number that appears in the **Rev #** column. The following screen appears.

View Evaluation Revisions

Schmitt, Allison (000029067) - Rio High School (9876)

Export to CSV

| Rev # | Type | Result | Eval Date | Unsatisf... | Have Pr... | Maj Stu... | Entry... | |
|-------|---------------|----------------|-----------|-------------|------------|------------|------------|------|
| 1 | Instructional | 3 - Proficient | 5/19/2016 | 0 | Y | Y | 12/13/2016 | View |
| 2 | Instructional | 3 - Proficient | 5/19/2016 | 0 | Y | Y | 12/13/2016 | View |
| 3 | Instructional | 3 - Proficient | 5/19/2016 | 0 | Y | Y | 12/13/2016 | View |
| 4 | Instructional | 3 - Proficient | 5/19/2016 | 0 | Y | Y | 12/13/2016 | View |

- Clicking on the **View** button displays the **View Evaluation** screen.

4) Upload Evaluations

If you have prepared your staff evaluation data in a CSV file (file specification found in Appendix II), select **Upload** from the menu at the top of the screen. You will see the following:

District File Upload

This page allows you to upload the file that contains your evaluation data. All discrepancies must be corrected. This can be done by either using the [Edit Evaluations](#) screen or uploading a corrected file.

School Year for Upload: 2015-2016

Select files...

Update Existing Evaluations

Checking the above box will update existing evaluation data.
Leaving this unchecked will retain the data already in the application.

Upload

Click on the **Select files . . .** button and browse to find your file. After selecting, the file appears on screen as shown:

District File Upload

This page allows you to upload the file that contains your evaluation data. All discrepancies must be corrected. This can be done by either using the [Edit Evaluations](#) screen or uploading a corrected file.

School Year for Upload: 2015-2016

Select files...

RosterToUploadTemplate_201612... x

Note:

If you selected the wrong file, select the  button on the form to the right of the file name and the file will be removed so you can now select the correct one.

If you currently have evaluation data in the application and you wish to update this existing data with the new data that is in a CSV file, select the **Update Existing Evaluations** checkbox. Checking this box will update any evaluations in the application with the updated information from the file you are uploading.

Upon upload, an **Upload Summary** screen appears listing the individual evaluation records in the upload file. This is just an information screen and thus does not require action.

Upload Summary

(2015-2016) Olympic District - 12/13/2016 1:19:24 PM - Demo_Upload_File.csv

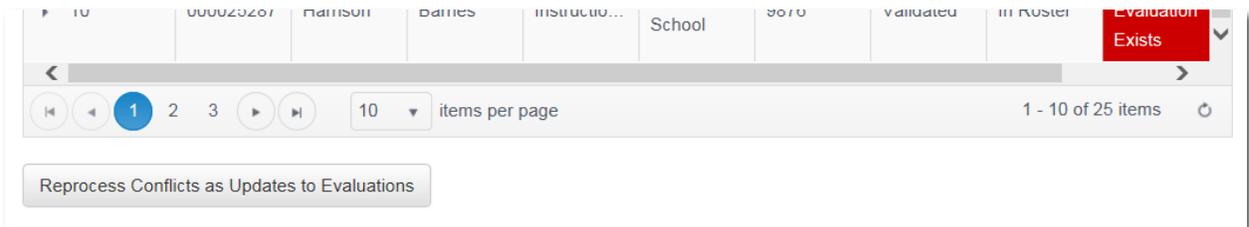
| Summary | |
|------------------------------------|----|
| Total Records in File | 25 |
| Imported | 0 |
| Failed to Validate | 1 |
| Not in Roster | 1 |
| Conflicts with Existing Evaluation | 24 |
| Duplicate Entries | 0 |

Details

Drag a column header and drop it here to group by that column

| Line ▲ ▼ | Edu ID ▼ | First... ▼ | Last... ▼ | Type ▼ | School ▼ | Sch... ▼ | Valid... ▼ | In R... ▼ | Conf... ▼ |
|----------|-----------|------------|-----------|---------------|-----------------|----------|------------|-----------|----------------------------|
| ▶ 1 | 000043145 | DeMarcus | Cousins | Instructio... | Rio High School | 9876 | Validated | In Roster | Previous Evaluation Exists |
| ▶ 2 | 000036066 | DeMar | DeRoza | Instructio... | Rio High School | 9876 | Validated | In Roster | Previous Evaluation Exists |
| ▶ 3 | 000087035 | Maya | Moore | Instructio... | Rio High | 9876 | Validated | In Roster | Previous Evaluation |

If the bottom of the form displays a ***Reprocess Conflicts as Updates to Evaluations*** button as shown in the following image, this means there are exact records already existing in the application that match records in the new file you are uploading. Clicking on this button will perform the same function as selecting the ***Update Existing Evaluations*** checkbox. See additional information in the following section.



- Other possible errors that can occur:
 - *Failed to Validate*
 - One or more values in the row didn't match the expected values.
 - EduID isn't 9 characters long
 - EvalDate isn't a valid date
 - NumUnsatisfactory isn't actually a number
 - Solution: Fix the bad value(s) and upload again, or add evaluation through Edit Evaluations page
 - *Not in Roster*
 - The EduID/EvalType combination does not match with a record in the roster for the selected district and school year
 - Solution: Verify that EduID and EvalType mismatches are addressed. If this does not solve the issue, correct ISEE upload.
 - *Previous evaluation exists*
 - An evaluation for that particular person and EvalType is already in the system, and the checkbox to Update Existing Evaluations is NOT checked.
 - Solution: If the existing row needs to be imported, click ***Reprocess Conflicts as Updates to Evaluations*** or update through Edit Evaluations page
 - *Person and Type Duplicated in Upload*
 - The same EduID/EvalType combination occurs two or more times in the file.
 - Solution: Remove duplicate rows or add evaluation through Edit Evaluations page.

5) Viewing Upload History

Once you leave the *Upload Summary* screen and you want to view your uploaded file information again, select *Upload* from the menu bar at the top. The *Upload History* section is at the bottom of this form.

District File Upload

This page allows you to upload the file that contains your evaluation data. All discrepancies must be corrected. This can be done by either using the [Edit Evaluations](#) screen or uploading a corrected file.

School Year for Upload: 2015-2016

Select files...

Update Existing Evaluations

*Checking the above box will update existing evaluation data.
Leaving this unchecked will retain the data already in the application.*

Upload

Upload History

| School Year | Upload Date | Submitted By | File Name | Total | Imported | |
|-------------|------------------------|--------------------------|--------------------------------------|-------|----------|-------------------------|
| 2015-2016 | 12/13/2016 10:46 AM | cacampbell@sde.idaho.gov | Demo_Upload_File.csv | 25 | 24 | Summary |
| 2015-2016 | 12/13/2016 10:43 AM | cacampbell@sde.idaho.gov | Demo_Upload_File.csv | 25 | 0 | Summary |

1 - 2 of 2 items

On the *Upload History* screen, in the *File Name* column, a link to the original uploaded file and a link to the *Summary* of the upload appears in the *Summary* column. The Summary information is the same information that appears as described in section **4) Upload Evaluations**

6) Submitting Evaluations

Your evaluation data must be submitted using the process on this page before they are considered certified and submitted.

- All evaluations must be complete or the **Submit Evaluations to SDE** button on the form will not appear. If errors exist, the form will appear as follows:

| | |
|---------------------------|----|
| Total Evaluations | 34 |
| Complete | 0 |
| 1 - Unsatisfactory | 0 |
| 2 - Basic | 0 |
| 3 - Proficient | 0 |
| 4 - Distinguished | 0 |
| Error - Incomplete | 34 |

***Submissions cannot be made if there are any errors. All warnings should be reviewed and verified prior to submission.

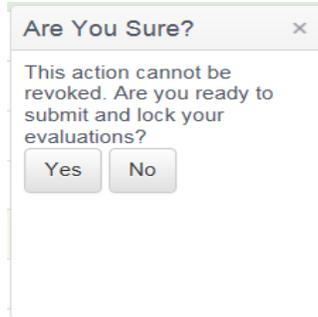
- Once existing errors have been corrected and you are ready to certify and submit, the form appears as follows:

| | |
|--|----|
| Total Evaluations | 27 |
| Complete | 26 |
| 1 - Unsatisfactory | 1 |
| 2 - Basic | 2 |
| 3 - Proficient | 19 |
| 4 - Distinguished | 4 |
| Warning - Date Outside Expected Range | 1 |
| 3 - Proficient | 1 |

I certify that I am the Superintendent or Charter Administrator of **Olympic District** and that I am authorized to submit this data on behalf of **Olympic District**. I have reviewed the data being submitted and hereby certify under penalty of perjury that, to the best of my knowledge, the provided information is true and accurate.

Submit Evaluations to SDE

- In the above example, one evaluation is outside of the expected date range. In a case like this, you will be requested to certify that you accept this discrepancy. If no date range discrepancies occur, this warning will not appear on the screen.
- Upon checking the box, the **Submit Evaluations to SDE** will become active.
- Clicking on the **Submit Evaluations to SDE** button results in the following:



- If you've decided that additional changes need to be made or you want to double check that you've entered evaluation information correctly, select *No*, otherwise select *Yes*, to submit your evaluation to SDE.
- Upon successfully submitting your evaluations, the following message appears:

Evaluations Submitted

Evaluations have been submitted to SDE for the current school year. Note that no further additions, edits, or file uploads are allowed.

Congratulations! You have successfully submitted your staff evaluation data to SDE, from this point, evaluation data can only be viewed for informational purposes.

IV Grid Functionality

There are three forms or grids, in the application that can be customized to perform filtering to help you quickly find information. These forms or grids in the application are **Edit Evaluations**, **View Evaluations**, and **Upload History**. For these forms, the view can be modified by dragging column separators and using the filter option on each column. In the following examples, the **View Evaluations** form will be used.

In the following example, the filter icon,  was clicked on in the **Type** column resulting in a popup window with additional options. As you can see in the example, *principal* was entered, then the **Filter** button was selected. In the resulting screen, only *principal* records displayed.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

Drag a column header and drop it here to group by that column

| EduID | Given | Family | Type | Result | School | Rev # | |
|-----------|----------|---------|---------------|----------------|------------------------|-------|------|
| 000029067 | Allison | Schmitt | Instruction | 3 - Proficient | Rio High School (9876) | 4 | View |
| 000036486 | Aly | Raisman | Instruction | 3 - Proficient | Rio High School (9876) | 4 | View |
| 000093276 | April | Ross | Instruction | 3 - Proficient | Rio High School (9876) | 4 | View |
| 000018286 | Brittney | Griner | Instructional | 3 - Proficient | Rio High School (9876) | 4 | View |
| 000072408 | Carmelo | Anthony | Instructional | 3 - Proficient | Rio High School (9876) | 5 | View |
| 000036066 | DeMar | DeBozan | Instructional | 4 - | Rio High School (9876) | 4 | View |

Only *principal* records display as seen in the following example.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

Drag a column header and drop it here to group by that column

| EduID | Given | Family | Type | Result | School | Rev # | |
|-----------|--------|--------|-----------|----------------|------------------------|-------|------|
| 000088024 | Nathan | Adrian | Principal | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000087957 | Ryan | Murphy | Principal | 3 - Proficient | Rio High School (9876) | 4 | View |

10 items per page 1 - 2 of 2 items

Reselecting the filter icon again in the **Type** column and selecting **Clear** will reset the information in the grid.

If you want to group the onscreen results by **Rev #** and **School**, drag the **Rev #** and the **School** column headers to the area on the form, as seen in the following example. Note that column

headers **Rev #** and **School** now appear just below **Export to CSV** on the form and the information is grouped by **Rev #** and **School**.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

▲ Rev # x ▲ School x

| EduID | Given | Family | Type | Result | School | Rev # | |
|----------------------------------|--------|----------|---------------|-------------------|------------------------|-------|------|
| ▲ Rev #: 1 | | | | | | | |
| ▲ School: Rio High School (9876) | | | | | | | |
| 000088024 | Nathan | Adrian | Principal | 3 - Proficient | Rio High School (9876) | 1 | View |
| 000077027 | Simone | Biles | Instructional | 3 - Proficient | Rio High School (9876) | 1 | View |
| ▲ Rev #: 2 | | | | | | | |
| ▲ School: Rio High School (9876) | | | | | | | |
| 000006312 | Missy | Franklin | Instructional | 4 - Distinguished | Rio High School (9876) | 2 | View |
| ▲ Rev #: 4 | | | | | | | |

If you want to remove a filter, click on the  icon beside the filter name to close it or remove it.

The filters created are only active in the current sessions. When you exit the form, the filters reset to the default values.

V Frequently Asked Questions (FAQ)

Q. I submitted evaluations and discovered that the roster does not contain staff members that should be there. What do I do?

A. If you do not see a staff member on this list, you must update that staff member through ISEE. They will be uploaded through that system and updated on this list.

Q. I'm a school superintendent and I teach class rarely. Do I need to submit an evaluation?

A. It is not required to submit an evaluation for Superintendents performing a superintendent role. The roster is built based upon information submitted in ISEE. If the Superintendent has only an administrative contract and has assignments for Superintendent as well as instruction, it will not display in the roster. If the Superintendent is reported in ISEE with multiple contracts (Administrative and another contract to cover instruction with associated assignments), then the superintendent will show in the roster with an expectation of an instructional evaluation.

Q. When I uploaded a file, the *Upload Summary* form showed red warnings in the Validate column, how do I fix this?

A. To fix these errors, select *Edit Evaluations*, select the staff record, and make the corrections. Or, fix the record in the file, then upload it again.

Q. Can I submit my files in Excel format?

A. Uploaded files must be in “.csv” format. This is a file that may be edited in Excel. If your files is an Excel file, you must save it as a “.csv” file before uploading.

Q. Do I have to submit an evaluation for a Long Term sub that we hired for a full semester?

A. If a staff member was reported in ISEE properly as a long-term sub (i.e. the teaching role for every assignment was “L – Long Term Sub”, the staff member will not appear in the Staff Evaluation roster.

Q. What do I do if no evaluation was done for a teacher/principal?

A. An evaluation result must be selected. If no evaluation was performed, the evaluation result should be reported with the proper reason code.

Appendix I. Glossary

Instructional personnel – Those involved in the direct instruction of a student or group of students and who hold an Idaho certificate issued under Section 331201 Idaho Code.

Pupil Services Staff Members – same as PPS, Pupil Personnel Services – Those who provide services to students but are not involved in direct instruction of those students and hold a PPS certificate.

LEA – Local Education Agency

CSV – Comma Separated Value formatted file. This may be the format of evaluation data originally entered prior to uploading into the SEDC application.

APPLICABLE STATUTE, RULE, OR POLICY - IDAPA 08.02.01.251.

Article IX, Section 2 of the Idaho Constitution

Title 33, Chapter 1, Section 101 Idaho Code, Title 33, Chapter 1, Section 105 Idaho Code, Title 33, Chapter 1, Section 107 Idaho Code, Title 33, Chapter 10, Section 1004B Idaho Code, Title 33, Chapter 1, Section 1004D Idaho Code

Appendix II. Staff Evaluation File Layout Specifications

Data Elements

| Item Number | Field Name | Definition | Data Type | Length | Format | Option Set Name | Required |
|-------------|-----------------------|---|------------|--------|-----------------------|-------------------|-------------|
| 0 | Staff Evaluation | Version 1.0 | | | | | Required |
| 1 | idsstaffid | The staff member's assigned unique Idaho identification number. | VarChar | 9 | 999999999 | | Required |
| 2 | lastname | The name borne in common by members of a family. | VarChar | 35 | | | Required |
| 3 | firstname | A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. | VarChar | 35 | | | Required |
| 4 | middlename | A secondary name given to an individual at birth, baptism, or during another naming ceremony. Only required if staff member actually has VarChar a middle name. | VarChar | 30 | | | Conditional |
| 5 | schoolid | From the Idaho Education Directory, the state school number associated with the LEA School building where the evaluation applies. This should correspond to the Base School ID in the ISEE Staff Demographics file. | Option Set | 4 | 9999 | Schools | Required |
| 6 | evaltype | Is this evaluation for full personnel/instructional staff assignments or for a principal assignment? | Option Set | 1 | X | Evaluation Type | Required |
| 7 | evaldate | For Teachers and Full Personnel Certificate Holders and Principals (includes Vice Principals, Charter School Administrators, etc.), the final date of their evaluation for the present school year. This would be the date the evaluation was completed for the school year. This is conditional on an evalresult of 1, 2, 3, or 4. evaldate would not be required if evalresult was not one of these four results (an evaluation completed). | Date | | MM/DD/YYYY or MM/DDYY | | Conditional |
| 8 | evalresult | For Teachers and Full Personnel Certificate Holders and Principals (includes Vice Principals, Charter School Administrators, etc.), the level of performance from the summative evaluation for the present school year. | Option Set | 1 | X | Evaluation Result | Required |
| 9 | numunsatisfactory | Number of components on the state framework for teaching evaluation rated as unsatisfactory. This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | VarChar | 2 | 99 | | Conditional |
| 10 | majStudentsMetTargets | Did the majority (at least 50%+1) of the staff member's students meet their measurable student achievement or growth targets or student success indicator targets? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 11 | indProrLearningPlan | Did the employee have an individualized professional learning plan? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 12 | SAL_ISAT | Was the ISAT used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 13 | SAL_SLO | Were Student Learning Objectives used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 14 | SAL_FA | Were Formative Assessments used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 15 | SAL_TCASG | Were Teacher-Constructed Assessments of Student Growth used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 16 | SAL_PPT | Were Pre and Post Tests used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 17 | SAL_PBA | Were Performance-Based Assessments used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 18 | SAL_LRI | Was the Idaho Reading Indicator (IRI) used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 19 | SAL_CEE | Were College Entrance Exams (such as PSAT, SAT, ACT) used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 20 | SAL_DAA | Were District Adopted Assessments used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 21 | SAL_FOC | Were Field of Course Exams (FOCs) used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 22 | SAL_AP | Were Advanced Placement (AP) Exams used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 23 | SAL_CTE | Were Career Technical Education (CTE) Exams used as a measurable student achievement indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 24 | SAL_SQIIP | Were quantifiable goals stated in a student's SQI plan or Individualized Education Plan (IEP) used as a Student Success Indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 25 | SAL_BIP | Were quantifiable goals stated in a student's Behavior Improvement Plan used as a Student Success Indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |
| 26 | SAL_SCHDIST | Were school or district identified measurable student objectives for a specified student group or population used as a Student Success Indicator for evaluating this staff member? This is only reported when evaltype="1" and evalresult is 1, 2, 3, or 4. | Option Set | 1 | X | Yes/No | Conditional |

Option Set

| Option Set Name | Code | Option Name | Option Definition | Example(s) (under maintenance) |
|-------------------|------|------------------------------|---|--|
| Evaluation Result | 1 | Unsatisfactory | | |
| Evaluation Result | 2 | Basic | | |
| Evaluation Result | 3 | Proficient | | |
| Evaluation Result | 4 | Distinguished | | |
| Evaluation Result | D | Deceased | | |
| Evaluation Result | H | Late Hire | This option would only be selected if the staff member was not evaluated by the district due to being deceased. | 1. For example, a teacher is hired in early May to replace a teacher out on sick leave for the remainder of the school year and is hired on a contract rather than as a long term sub. |
| Evaluation Result | L | Leave | This option would only be selected if the staff member was not evaluated by the district due to being hired at a late date without a reasonable period of time available for an evaluation. This option would only be selected if the staff member was not evaluated by the district due to being placed on paid/unpaid leave (medical leave, family leave, military leave, etc.). | |
| Evaluation Result | R | Roster Incorrect | This option would only be selected if the staff member did not receive an evaluation for the indicated evalType due to being incorrectly listed in the application roster. NOTE: The roster will be built off of ISEE submission data to populate the Staff Evaluation Application. | 1. The application will contain a roster of personnel expected to receive an evaluation based upon data reported through ISEE. If a staff member appears in the roster with an expectation of receiving an evaluation of a particular type (P/I) that is not correct, the district may indicate by using this code that the roster entry is incorrect. For example, if the staff member was primarily a Principal with valid Principal assignments, he/she would appear in the roster expecting a Principal Evaluation. If the Principal was reported in ISEE as also having instructional assignments, he/she may also appear in the roster a 2nd time with the expectation of an Instructional Evaluation. If the Principal should not have been rostered this way and should only have the Principal Evaluation, the district would report the record marked as evalType=I with a result of "R" to indicate that it was rostered incorrectly and not evaluated. |
| Evaluation Result | T | Early Termination | This option would only be selected if the staff member was not evaluated by the district due to early termination (contract terminated before the anticipated evaluation date) before an evaluation could be completed. | |
| Evaluation Result | N | No Evaluation | This option would only be selected if the staff member was not evaluated for any reason not listed in one of the other Evaluation Result options (Death, Leave, Roster Incorrect, or Early Termination). | |
| Evaluation Type | P | Principal | This option would be used to indicate that the evaluation was performed for a staff member's role as a Principal (includes Vice Principals, Charter School Administrators, etc.). NOTE: If the individual has the role of a Charter School Administrator but does not have a Superintendent Endorsement, the individual should receive an evaluation as a Principal. | |
| Evaluation Type | I | Instructional/Pupil Services | This option would be used to indicate that the evaluation was performed for a staff member's role as an instructional staff member or pupil services staff member. | |
| Yes/No | Y | Yes | This would indicate that the answer to the question is "Yes" | |
| Yes/No | N | No | This would indicate that the answer to the question is "No" | |

Option Set - Schools

The list of school codes is extensive. The most current list of school codes used to populate the *schoolId* field may be found in the *Staff Evaluation Items and Option Set* file.

The file may be found here: <http://www.sde.idaho.gov/federal-programs/ed-effectiveness/announcement/Staff-Evaluation-Items-and-Option-Sets-v1.xlsx>