



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

New York State's Teacher and Principal Evaluation System

Continuing Guidance on the October 18th Submission Deadline for
2018-19 Staff Evaluation Data:

Tips to Address Common Errors



2018-19 Staff Evaluation Data Collection

- The submission of full and complete 2018-19 data, including Original or Transition (as applicable) scores and ratings is due to the Department by October 18, 2019. ([FAQ Q2](#); [APPR 3012-d Guidance C27](#))
- The required Original or Transition (as applicable) staff evaluation data elements include:
 - Subcomponent Scores (Required/Optional Student Performance and Teacher Observation/Principal School Visits)
 - Overall Rating ([FAQ Q12](#))
- The “2018-19 Statement of Confirmation of Staff Evaluation Rating Verification Report” form is due to the Department by October 25, 2019.



Module Objectives

- Understand potential errors in submitting Staff Evaluation data for teachers and principals.
- Understand ways in which districts/BOCES can avoid similar data entry errors when submitting Staff Evaluation data to the Department before the October 18, 2019 submission deadline.



Key Tools and Resources

Data Collection and APPR Closeout

- [Annual Professional Performance Review Data Submission and Certification Deadlines for the 2018-19 School Year memo and FAQ](#)
- [Reporting Transition Scores and Ratings](#)
- [2018-19 Staff Evaluation Data Template Examples](#)
- [2018-19 APPR Closeout Reminders](#)
- [Staff Evaluation Data Reporting for the 2018-19 School Year under Education Law §3012-d](#)

APPR Summaries

- District/BOCES APPR Summaries (posted in the [IRSP](#)) 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 staff evaluation and those that should be submitted.
 - [APPR Summaries for Data Submission: Information and Examples](#)
 - [APPR Summaries for Data Submission: Webinar](#)

APPR Guidance

- [APPR Guidance: Education Law §3012-d](#)



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 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

([FAQ Q16-18](#); [APPR 3012-d Guidance M52](#))



Example #1a: Missing Subcomponents

(Original scores and ratings only)

Educator is missing 1 or 2 subcomponents and the evaluation, based on Task 2/7 of the approved APPR plan, does not include NYS grades 3-8 ELA/math assessments or State-provided growth scores.

Action: report only the Original subcomponents that are complete, and do not report an overall rating

Example #1a: Missing Subcomponents

(Original scores and ratings only)

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISITS				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	13	REQSP	N/A	N/A	XX	XX	XX	XX	OCR02 (D)

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	
ORIGINAL RECORD	13	REQSP	N/A	N/A	XX	XX	XX	XX	XX

Example #1b: Missing Subcomponents

(Transition scores and ratings only)

Educator is missing 1 or 2 subcomponents and the evaluation, based on Task 2/7 of the approved APPR plan, would have included NYS grades 3-8 ELA/math assessments or State-provided growth.

Action: report only the **Transition** subcomponents that are complete, but do not report an Overall rating; Original scores and ratings should not be reported

Example #1b: Missing Subcomponents

(Transition scores and ratings only)

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
TRANSITION RECORD	14	TREQSP	N/A	N/A	XX	XX	XX	XX	TOCR02 (D)

Correct – Overall ratings 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	
TRANSITION RECORD	14	TREQSP	N/A	N/A	XX	XX	XX	XX	XX

The information illustrated is specific to data submission. The final staff evaluation provided to the educator should consist of the following: Transition – student performance – required: 14/developing, category: developing. This educator should not receive any transition teacher observation/principal school visit subcomponents or category rating, and should not receive a transition overall rating.

Tip 2: Optional Subcomponent(s)

- The Optional Student Performance subcomponent, which is based on a second growth score or a supplemental assessment, is found in Tasks 3/8 of the approved APPR plan.
- The Optional Teacher Observation/Principal School Visit subcomponent is based on the peer observation/school visit found in Tasks 4/9 of the approved APPR plan.
- If an Optional subcomponent is not used per the approved APPR plan, **do not submit the corresponding codes** – OPTSP or OPTOB, TOPTSP or TOPTOB.
 - There are no longer Optional placeholder codes for Original or Transition.



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

The Optional Student Performance subcomponent is not used per the district's/BOCES' approved APPR plan and the original evaluation would include State-provided growth.

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

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

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
TRANSITION RECORD	17	TREQSP	18	TOPTSP	3.48	TREQOB	3.52	TOPTOB	TOCR03 (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	
TRANSITION RECORD	17	TREQSP	N/A	N/A	3.48	TREQOB	3.52	TOPTOB	TOCR03 (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.

([FAQ Q12, Q16-17](#); [APPR 3012-d Guidance I2](#))



Example #3a: Overall Rating (Complete Evaluation Record)

All subcomponents are complete, and the evaluation does not include NYS grades 3-8 ELA/math assessments or State-provided growth scores.

Action: report all Original subcomponents and an Overall rating

Example #3a: Overall Rating (Complete Evaluation Record)

Incorrect

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



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

Example #3b: Overall Rating (Missing Subcomponent)

The Required Teacher Observation/Principal School Visit subcomponent was not able to be determined and the original evaluation includes the NYS grades 3-8 ELA/math assessments.

Action: report only complete Transition subcomponents and do not report incomplete Overall ratings

Example #3b: Overall Rating (Missing Subcomponent)

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
TRANSITION RECORD	16	TREQSP	N/A	N/A	XX	XX	3.52	TOPTOB	TOCR03 (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	
TRANSITION RECORD	16	TREQSP	N/A	N/A	XX	XX	3.52	TOPTOB	XX



Example #3c: Overall Rating

(The evaluation matrix determines the overall ratings)

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

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

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

** If an educator is rated Ineffective on the Student Performance category and a State-designed supplemental assessment was included as an optional subcomponent of the Student Performance / category, the educator can be rated no higher than Ineffective overall.*

Example #3c: Overall Rating

(The evaluation matrix determines the overall ratings)

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	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	
ORIGINAL RECORD	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. ([FAQ Q16](#))
- 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. ([FAQ Q16-18](#))



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 staff 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: Transition Scores and Ratings

- On April 12, 2019, Governor Andrew Cuomo signed Chapter 59 of the Laws of 2019, which amends Education Law §3012-d. As a result of these amendments, the transition measures included in the approved APPR plan will continue to be used in determining scores and ratings instead of the grades three through eight ELA and math State tests (and State-provided growth scores). *Therefore, the original measures based on the grades 3-8 ELA and math State assessments and/or State-provided growth scores are no longer required to be calculated or provided to educators for advisory purposes.*
- An educator whose original evaluation, per Task 2/7 of the approved APPR plan, would be based on NYS grades 3-8 ELA/Math assessments or State-provided growth scores should only have **Transition** staff evaluation scores and ratings.
- An educator whose evaluation is not based on NYS grades 3-8 ELA/Math assessments or State-provided growth scores should only have **Original** staff evaluation scores and ratings.



Example #5a: Original Scores and Ratings Only

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 the approved 2018-19 APPR plan.

Action: report all Original subcomponents and an Overall rating; do not report Transition subcomponents or a Transition Overall rating

Example #5a: Original Scores and Ratings Only

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	13	REQSP	N/A	N/A	3.48	REQOB	3.47	OPTOB	OCR03 (E)
TRANSITION RECORD*	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 either original or transition records for each educator, not both.

Correct – submit only Original scores and ratings

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

The information illustrated is specific to data submission. The final staff evaluation provided to the educator should consist of the following: Original – 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. No transition scores and ratings should be provided.

Example #5b: Transition Scores and Ratings Only

Educator would have received a State-provided growth score, therefore the **Transition** Required Student Performance subcomponent was calculated using an Alternate SLO*, and all subcomponents are complete per the approved 2018-19 APPR plan.

Action: report all **Transition subcomponents and Overall ratings**

Example #5b: Original and Transition Scores and Ratings

Incorrect – Transition scores and ratings are needed

	STUDENT PERFORMANCE				OBSERVATION/SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL	13	REQSP	N/A	N/A	3.48	REQOB	3.47	OPTOB	OCR03 (E)

Correct – only Transition scores and ratings

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

Example #5c: Transition Scores and Ratings

(Use of the Optional Student Performance Subcomponent with a Supplemental Assessment)

Educator would have received a State-provided growth score and a Supplemental assessment is used for the Optional Student Performance subcomponent, therefore the **Transition** Required Student Performance subcomponent is not required, and all other subcomponents are complete per the approved 2018-19 APPR plan.

Action: report all **Transition subcomponents and an Overall rating**

Example #5c: Transition Scores and Ratings

(Use of the Optional Student Performance Subcomponent with a Supplemental Assessment)

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
TRANSITION RECORD	19	TREQSP	16	TOPTSP	3.42	TREQOB	N/A	N/A	TOCR04 (H)

Correct – an Alternate SLO is not needed due to the use of a Supplemental assessment 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	
TRANSITION RECORD	N/A	N/A	16	TOPTSP	3.42	TREQOB	N/A	N/A	TOCR03 (E)

Example #5d: Transition Scores and Ratings

(Use of the Optional Student Performance Subcomponent with a second State-provided growth score)

Educator would have received a State-provided growth score and a second State-provided growth score is used for the Optional Student Performance subcomponent. Therefore the **Transition** Required Student Performance subcomponent was calculated using an Alternate SLO* and the **Transition** Optional Student Performance subcomponent should not be submitted. All other subcomponents are complete per the approved 2018-19 APPR plan.

Action: report all **Transition subcomponents and an Overall rating**

Example #5d: Transition Scores and Ratings

(Use of the Optional Student Performance Subcomponent with a second State-provided growth score)

Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
TRANSITION RECORD	19	TREQSP	16	TOPTSP	3.42	TREQOB	N/A	N/A	TOCR04 (H)

Correct – the optional student performance subcomponent should be excluded from transition since it is based on a second State-provided growth score

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
TRANSITION RECORD	19	TREQSP	N/A	N/A	3.42	TREQOB	N/A	N/A	TOCR04 (H)

Tip 6: Submit Full and Complete Data

- Please be sure to submit data for all teachers and principals in the district/BOCES that are 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 staff evaluation data; educators identified as principals in Staff Snapshot that match on Staff ID with the staff evaluation file will be coded as principals.
([FAQ Q6-7, Q16](#); [APPR 3012-d Guidance M46-47](#))



Example #6a: 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: district/BOCES must report Teach ID and indicate reason (A), “Required under law to be evaluated, but Staff Evaluation Data not submitted” on the “2018-19 Statement of Confirmation of Staff Evaluation Rating Verification Report” form. (see [FAQ Q19](#))

Before Submitting Your Data, Please Check for the Following...

- Your district's/BOCES' submission includes full and complete evaluation data for all teachers and principals employed by the district/BOCES who were subject to evaluation under Education Law §3012-d for the 2018-19 school year.
- Your district/BOCES submitted either Original or Transition data for educators, based on the use of the NYS grades 3-8 ELA/Math assessments or State-provided growth scores, per Task 2/7 of the approved APPR plan for 2018-19.

Our goal is to help each district and BOCES submit a full and complete data set.

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

