

Evaluation Tracking Sheet



Educator—Name/Title: _____

Primary Evaluator—Name/Title: _____

Supervising Evaluator, if any—Name/Title/Role in evaluation: _____

School(s): _____

Educator Plan: Self-Directed Growth Plan Directed Growth Plan
 Developing Educator Plan Improvement Plan

Plan Duration: Two-Year One-Year Less than a year _____

| Evaluation Step | Date(s) | Educator Initials | Evaluator(s) Initials |
|--|---------|-------------------|-----------------------|
| Self-Assessment received by evaluator | | | |
| Educator Plan development completed | | | |
| <input type="checkbox"/> Formative Assessment conference, if any ¹ <input type="checkbox"/> Formative Evaluation conference, if any ² | | | |
| <input type="checkbox"/> Formative Assessment Report completed <input type="checkbox"/> Formative Evaluation Report completed ³ | | | |
| Educator response, if any, received by evaluator ⁴ | | | |
| Summative Evaluation conference, if any | | | |
| Summative Evaluation Report completed | | | |
| Educator response, if any, received by evaluator | | | |

¹ As per the Plymouth Public Schools Educator Evaluation Contract Language, evaluation conferences are required for ratings of Needs Improvement and Unsatisfactory, but conferences may be requested by either the educator or evaluator for any Educator Plan. The conference may occur before or after the Report is completed; the sequence in the above table does not denote required chronological order.

² Formative Evaluation only occurs at the end of the first year of a **two-year Self-Directed Growth Plan**.

³ The educator's formative evaluation rating at the end of the first year of the two-year cycle shall be the same as the previous summative rating unless evidence demonstrates a significant change in performance. In such a case, the rating on the formative evaluation may change. Assigning ratings is optional during Formative Assessment.

⁴ An educator may provide written comments to the evaluator at any time using the Educator Response Form, but evaluation system ensures that educators have an opportunity to respond to the Formative Assessment, Formative Evaluation, and Summative Evaluation in writing.

