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To: District Superintendents of BOCES
Superintendents of Public Schools

From: Alexander Trikalinos *Alex Trikalinos*

Date: July 17, 2017 (updated October 19, 2017)

Subject: APPR data collection and reporting timelines and requirements, 2016-17 APPR Implementation Certification form, and APPR review and approval processes for 2017-18 material changes

This memorandum provides an update on the following:

1. 2016-17 APPR Implementation Certification form;
2. APPR data collection and reporting timelines and requirements;
3. APPR review and approval processes for 2017-18 school year material changes.

2016-17 APPR Implementation Certification Form

To be eligible for an increase in State aid in 2017-18, all districts must have fully implemented their approved APPR plans in the 2016-17 school year. The Commissioner must approve documentation that a school district has fully implemented the standards and procedures for conducting APPRs in accordance with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.

To demonstrate that each school district or BOCES has fully implemented their approved APPR plan for the 2016-17 school year, the Department requires that an Implementation Certification form be completed by August 25, 2017 by the superintendent of schools and board president. The Implementation Certification form is now available and must be submitted through the [NYSED Application Business Portal](#). After logging on, please click on “SED Monitoring,” select “View” for the “APPR Implementation Certification,” and follow the instructions on the page to submit the form.

Data Collection, Reporting, and APPR Review and Approval Processes for Material Changes

Please see the table below for important upcoming deadlines related to data submission and certification, the APPR Implementation Certification form, and the APPR review and approval process for material changes.

These 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, districts and BOCES must submit the 2016-17 Statement of Confirmation of Staff Evaluation Rating Verification Report.

Date	Event	Description/Information
August 2017	State Growth Score Distribution	State growth scores are distributed to districts for inclusion in 2016-17 teacher/principal evaluations.
June 30, 2017 – August 25, 2017	APPR Implementation Certification form submission period	The APPR Implementation Certification form must be submitted by August 25, 2017 by districts and BOCES. The form is one necessary component to demonstrate full implementation of your approved APPR plan for the 2016-17 school year and is used to determine eligibility for an increase in State aid for the 2017-18 school year for school districts only. The APPR Implementation Certification form must be signed by the superintendent/district superintendent and board president. The form is now available and must be submitted through the NYSED Application Business Portal .
August 25, 2017 – October 27 ¹ , 2017	Final submission of 2016-17 Evaluation Ratings, Category Ratings, and Subcomponent Scores and Ratings	<p>LEAs will report 2016-17 staff evaluation data to the Commissioner through the Student Information Repository System (SIRS) for all applicable teachers and principals. These data must be submitted by October 27¹, 2017.</p> <p>All final and complete data, including original and transition (where applicable) scores and ratings for the Required and Optional Student Performance subcomponents, Student Performance category ratings, scores and ratings for the Required and Optional Teacher Observation/Principal School Visit subcomponents, Teacher Observation/ Principal School Visit category ratings, and the Overall rating.</p> <p>Complete 2016-17 Staff Evaluation Rating data must be submitted by October 27¹, 2017 for a district to be eligible for their increase in State aid.</p>
September 1, 2017	<p>Original APPR evaluation results from the 2016-17 school year must be provided to all educators.</p> <p>Transition APPR evaluation results from the 2016-17</p>	2016-17 APPR evaluations shall be completed and provided to teachers and principals. The entire evaluation must be completed and <u>original scores and ratings</u> must be provided to each teacher and principal <u>by September 1, 2017, or as soon as practicable thereafter</u> .

¹ Due to feedback we have received from districts, BOCES, and Regional Information Centers regarding issues with the software many districts and BOCES use to generate and submit their staff evaluation data, Level 2 will accept data for an additional week. The staff evaluation data submission deadline is October 27; however, the container will be open through November 3 to accept data from LEAs that are not able to complete their submission by October 27. Additionally, the 2016-17 Statement of Confirmation of Staff Evaluation Verification form will be due on November 17, 2017 instead of November 3.

	school year must be reported for all educators whose APPR measures incorporate the results of the grades 3-8 ELA/math State assessments and/or State-provided growth scores.	<u>Transition scores and ratings</u> must be provided to each teacher and principal <u>as soon as practicable, but in no case later than September 1, 2017.</u>
November 17, 2017	2016-17 Statement of Confirmation of Staff Evaluation Implementation and Rating Verification Report(s) due	This form certifies the accuracy of the Staff Evaluation Rating data submitted as of the October 27 ² , 2017 deadline. This form is required to be signed by the LEA's certifying official who verifies the data provided in the Staff Evaluation Rating Verification Report(s) generated by L2RPT. The certification form will be available and must be submitted through NYSED's Application Business Portal , in the same location as the online APPR submission form.
February 1, 2018	Submission deadline for Independent Evaluator Hardship Waivers for the 2017-18 school year	This is an annual submission. Independent Evaluator Hardship Waivers, once approved, are only effective during the school year for which they are approved. Districts/BOCES who wish to continue to operate under such Hardship Waivers in future school years must submit an application by February 1 st of each school year through NYSED's Application Business Portal .
March 1, 2018	Submission deadline for material changes to APPR plans consistent with Education Law §3012-d for the 2017-18 school year	Material changes to APPR plans consistent with Education Law §3012-d for the 2017-18 school year must be submitted on or before this date through NYSED's Application Business Portal . Material changes to APPR plans consistent with Education Law §3012-d submitted after March 1, 2018 must be implemented for the 2018-19 school year and districts and BOCES must implement their previously approved plans consistent with §3012-d during the 2017-18 school year.

Reporting Requirements Related to Education Law §3012-d

All public school districts and BOCES are required to submit 2016-17 school year data to SIRS that include staff evaluation ratings used for APPR. Please share this information with personnel in your organization who have responsibility for data collection and reporting. Please note that original scores

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and ratings in each subcomponent and ratings in each category and overall must be reported for all educators subject to evaluation under Education Law §3012-d. Additionally, transition scores and ratings in each subcomponent and ratings in each category and overall must be reported for all educators whose APPR measures incorporate the results of the grades 3-8 ELA and math State assessments and/or State-provided growth scores.

The table below summarizes the data elements that are required to be submitted for staff evaluation under Education Law §3012-d via the Staff Evaluation Rating Template for the 2016-17 school year, exported from your local data systems for each teacher and principal.

Evaluation Category	Description
Overall Evaluation Rating Category	<p>Original 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> <p>Transition Overall ratings reported using the following codes: TOCR04 = highly effective, TOCR03 = effective, TOCR02 = developing, TOCR01 = ineffective based on the matrix prescribed by Education Law §3012-d(5).</p>
Teacher Observation/Principal School Visit Category	<p>Original Required Teacher Observation/Principal School Visit subcomponent scores and ratings reported as a number from 1.00-4.00 or 0.00, using the following codes: REQOB04 = highly effective, value from 3.50-4.00, REQOB03 = effective, value from 2.50-3.74, REQOB02 = developing, value from 1.50-2.74, REQOB01 = ineffective, value of 0.00 or from 1.00-1.74.</p> <p>Transition Required Teacher Observation/Principal School Visit subcomponent scores and ratings reported as a number from 0.00-4.00 or 0.00, using the following codes: TREQOB04 = highly effective, value from 3.50-4.00; TREQOB03 = effective, value from 2.50-3.74; TREQOB02 = developing, value from 1.50-2.74; TREQOB01 = ineffective, value of 0.00 or from 1.00-1.74.</p> <p>Original Optional Teacher Observation/Principal School Visit subcomponent scores and ratings reported as a number from 1.00-4.00, using the following codes: OPTOB04 = highly effective, value from 3.50-4.00; OPTOB03 = effective, value from 2.50-3.74; OPTOB02 = developing, value from 1.50-2.74; OPTOB01 = ineffective, value from 1.00-1.74; OPTOB00 = optional subcomponent not included in the approved APPR plan for 2016-17.</p> <p>Transition Optional Teacher Observation/Principal School Visit subcomponent scores and ratings reported as a number from 1.00-4.00, using the following codes: TOPTOB04 = highly effective, value from 3.50-4.00; TOPTOB03 = effective, value from 2.50-3.74; TOPTOB02 =</p>

	<p>developing, value from 1.50-2.74; TOPTOB01 = ineffective, value from 1.00-1.74.</p> <p>Subcomponent scores must correspond to the correct rating codes. HEDI ranges used to determine subcomponent scores must be consistent with those indicated in the approved APPR plan for 2016-17.</p> <p>Original Teacher Observation/Principal School Visit category ratings reported using the following codes: OOBC04 = highly effective, OOBC03 = effective, OOBC02 = developing, OOBC01 = ineffective.</p> <p>Transition Teacher Observation/Principal School Visit category ratings reported using the following codes: TOOBC04 = highly effective, TOOBC03 = effective, TOOBC02 = developing, TOOBC01 = ineffective.</p> <p>Category ratings must be determined per the weighting indicated in the approved APPR plan for 2016-17.</p>
<p>Student Performance Category</p>	<p>Original Required Student Performance subcomponent scores and ratings reported as a whole number from 0-20, using the following codes: REQSP04 = highly effective, value from 18-20, REQSP03 = effective, value from 15-17, REQSP02 = developing, value from 13-14, REQSP01 = ineffective, value from 0-12.</p> <p>Transition Required Student Performance subcomponent scores and ratings reported as a whole number from 0-20, using the following codes: TREQSP04 = highly effective, value from 18-20; TREQSP03 = effective, value from 15-17; TREQSP02 = developing, value from 13-14; TREQSP01 = ineffective, value from 0-12.</p> <p>Original Optional Student Performance subcomponent scores and ratings reported as a whole number from 0-20, using the following codes: OPTSP04 = highly effective, value from 18-20; OPTSP03 = effective, value from 15-17; OPTSP02 = developing, value from 13-14; OPTSP01 = ineffective, value from 0-12; OPTSP00 = optional subcomponent not included in the approved APPR plan for 2016-17.</p> <p>Transition Optional Student Performance subcomponent scores and ratings reported as a whole number from 0-20, using the following codes: TOPTSP04 = highly effective, value from 18-20; TOPTSP03 = effective, value from 15-17; TOPTSP02 = developing, value from 13-14; TOPTSP01 = ineffective, value from 0-12.</p> <p>Original Student Performance category ratings reported using the following codes: OSPC04 = highly effective, OSPC03 = effective, OSPC02 = developing, OSPC01 = ineffective.</p>

	<p>Transition Student Performance category ratings reported using the following codes: TOSPC04 = highly effective, TOSPC03 = effective, TOSPC02 = developing, TOSPC01 = ineffective.</p> <p>Category ratings must be determined per the weighting indicated in the approved APPR plan for 2016-17.</p>
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Additional Questions and Information

If you have any questions about these technical data reporting requirements, 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 or require technical assistance with your APPR plan, please contact EducatorEval@nysed.gov. Please also see the [Education Law §3012-d APPR Guidance document](#) and other [resources related to Education Law §3012-d](#) for further information on evaluation ratings resulting from APPR plans approved pursuant to Education Law §3012-d. Helpful information for the [closeout of 2016-17 APPR](#) is also posted on EngageNY.