



New York State  
EDUCATION DEPARTMENT

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Knowledge > Skill > Opportunity

# New York State's Teacher and Principal Evaluation System

Continuing Guidance on the November **16** Submission  
Deadline for 2017-18 Staff Evaluation Data:  
Tips to Address Common Errors

# 2017-18 Staff Evaluation Data Collection

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- The submission of full and complete 2017-18 data, including Original and Transition (as applicable) scores and ratings is due to the Department by November **16**, 2018. ([FAQ Q2](#); [APPR 3012-d Guidance C27](#))
- The required Original and Transition (as applicable) staff evaluation data elements include:
  - Subcomponent Scores (Required/Optional Student Performance and Teacher Observation/Principal School Visits)
  - Overall Rating ([FAQ Q10](#))
- The “2017-18 Statement of Confirmation of Staff Evaluation Rating Verification Report” form is due to the Department by November **30**, 2018.

# Module Objectives

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- 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 November **16**, 2018 submission deadline.

# Key Tools and Resources

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## Data Collection and APPR Closeout

- [Annual Professional Performance Review Data Submission and Certification Deadlines for the 2017-18 School Year memo and FAQ](#)
- [Reporting Transition Scores and Ratings](#)
- [2017-18 Staff Evaluation Data Template Examples](#)
- [2017-18 APPR Closeout Reminders](#)
- [Staff Evaluation Data Reporting for the 2017-18 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](#)
- [APPR Transition FAQ](#)

# Tip 1: Incomplete Subcomponent(s)

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- **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 Q6, Q14-16](#); [APPR 3012-d Guidance M52](#))

# Example #1a: Missing Subcomponents

(Original scores and ratings only)

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Educator is missing 1 or 2 subcomponents and the evaluation 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



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. This educator should not receive any teacher observation/principal school visit subcomponents or category rating, and should not receive an overall rating.

# Example #1b: Missing Subcomponents

(Original and Transition scores and ratings)

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Educator is missing 1 or 2 subcomponents and the evaluation includes NYS grades 3-8 ELA/math assessments or State-provided growth.

**Action: report only the Original and Transition subcomponents that are complete, but do not report Overall ratings**



# Example #1b: Missing Subcomponents

## (Original and Transition scores and 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	13	REQSP	N/A	N/A	XX	XX	XX	XX	OCR02 (D)
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	
ORIGINAL RECORD	13	REQSP	N/A	N/A	XX	XX	XX	XX	XX
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: Original – student performance – required: 13/developing, category: developing; Transition – student performance – required: 14/developing, category: developing. This educator should not receive any original or transition teacher observation/principal school visit subcomponents or category rating, and should not receive an original or transition overall rating.

# Example #1c: Missing Subcomponents

(SPG not received due to non-participation)

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Educator did not receive a State-provided growth score due to non-participation and, therefore, is missing the required student performance subcomponent.

**Action: report only the Original subcomponents that are complete, but do not report an original Overall rating; report a complete Transition record with a Required Student Performance subcomponent based on the Alternate SLO**

# Example #1c: Missing Subcomponents

(SPG not received due to non-participation)

## Incorrect

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	N/A	N/A	N/A	N/A	2.75	REQOB	N/A	N/A	OCR03 (E)
TRANSITION RECORD	16	TREQSP	N/A	N/A	2.75	TREQOB	N/A	N/A	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	
ORIGINAL RECORD	N/A	N/A	N/A	N/A	2.75	REQOB	N/A	N/A	XX
TRANSITION RECORD	16	TREQSP	N/A	N/A	2.75	TREQOB	N/A	N/A	TOCR03 (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: N/A, category: N/A; teacher observation/principal school visits – required: 2.75/effective, optional: N/A, category: effective; no overall rating; Transition – student performance – required: 16/effective category: effective; teacher observation/principal school visits – required: 2.75/effective, optional: N/A, category: effective; overall rating: effective. This educator should not receive an original required student performance subcomponent score, student performance category rating or overall rating.

## Tip 2: Optional Subcomponent(s)

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- 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

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

**Action: report all complete Original and 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	
ORIGINAL RECORD	18	REQSP	18	OPTSP	3.48	REQOB	3.52	OPTOB	OCR04 (H)
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	
ORIGINAL RECORD	18	REQSP	N/A	N/A	3.48	REQOB	3.52	OPTOB	OCR04 (H)
TRANSITION RECORD	17	TREQSP	N/A	N/A	3.48	TREQOB	3.52	TOPTOB	TOCR03 (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: 18/highly effective, category: highly effective; teacher observation/principal school visits – required: 3.48/effective, optional: 3.52/highly effective, category: effective; overall rating: highly effective;  
 Transition – 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: Teacher Observation/Principal School Visit Subcomponent Scores

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- The Required Teacher Observation/Principal School Visit subcomponent is based on the combination of the principal/supervisor and the independent evaluator observations/school visits.
- The Optional Teacher Observation/Principal School Visit subcomponent, if used, is based on the peer observation(s)/school visit(s).
- The Teacher Observation/Principal School Visit subcomponents are not affected by transition, therefore the same scores should be submitted for Original and Transition for these subcomponents, as applicable.

# Example #3: Teacher Observation/Principal School Visit Scores and 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	18	REQSP	N/A	N/A	3.39	REQOB	N/A	N/A	OCR04 (H)
TRANSITION RECORD	17	TREQSP	N/A	N/A	3.48	TREQOB	N/A	N/A	TOCR03 (E)

**Correct – the Original and Transition Teacher Observation/Principal School Visit subcomponents should be the same**

	STUDENT PERFORMANCE				TEACHER OBSERVATION/ PRINCIPAL SCHOOL VISIT				OVERALL CODE
	REQUIRED		OPTIONAL		REQUIRED		OPTIONAL		
	SCORE	CODE	SCORE	CODE	SCORE	CODE	SCORE	CODE	
ORIGINAL RECORD	18	REQSP	N/A	N/A	3.48	REQOB	N/A	N/A	OCR04 (H)
TRANSITION RECORD	17	TREQSP	N/A	N/A	3.48	TREQOB	N/A	N/A	TOCR03 (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: 18/highly effective, category: highly effective; teacher observation/principal school visits – required: 3.48/effective, optional: N/A, category: effective; overall rating: highly effective;  
 Transition – student performance – required :17/effective, category: effective; teacher observation/principal school visits – required: 3.48/effective, optional: N/A, category: effective; overall rating: effective.



## Tip 4: Overall Rating

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- 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](#) Q6, Q8, Q10; [APPR 3012-d Guidance](#) I2)

## Example #4a: Overall Rating (Complete Evaluation Record)

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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 #4a: 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 #4b: Overall Rating (Missing Subcomponent)

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

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

# Example #4b: 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	
ORIGINAL RECORD	17	REQSP	N/A	N/A	XX	XX	3.52	OPTOB	OCR03 (E)
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	
ORIGINAL RECORD	17	REQSP	N/A	N/A	XX	XX	3.52	OPTOB	XX
TRANSITION RECORD	16	TREQSP	N/A	N/A	XX	XX	3.52	TOPTOB	XX

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: missing, optional: 3.52/highly effective, no category rating; no overall rating;  
 Transition – student performance – required :16/effective, category: effective; teacher observation/principal school visits – required: missing, optional: 3.52/highly effective, no category rating; no overall rating.

## Example #4c: 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. The Transition Student Performance category rating was calculated to be highly effective.

**Action: use the evaluation matrix to determine the Original and Transition Overall ratings using the Original and Transition category ratings; submit only the Original and Transition Overall Ratings (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 #4c: 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)
TRANSITION RECORD	19	TREQSP	N/A	N/A	3.42	TREQOB	N/A	N/A	TOCR04 (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)
TRANSITION RECORD	19	TREQSP	N/A	N/A	3.42	TREQOB	N/A	N/A	TOCR04 (H)

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: 3.42/effective, category: effective; overall rating: effective;  
 Transition – student performance – required :19/highly effective, category: highly effective; teacher observation/principal school visits – required: 3.42/effective, category: effective; overall rating: highly effective.

## Tip 5: A Zero Represents an Earned Score

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- 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 Q14](#))
- 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 Q14-16](#))



## Example #5: 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 6: Transition Scores and Ratings

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- During the transition period (2015-16 through 2018-19), Transition scores and ratings are required in addition to Original scores and ratings for all educators whose evaluation scores and ratings are determined by the use of the NYS grades 3-8 ELA/Math assessments or State-provided growth scores.
- 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.
- ALL educators should have Original scores and ratings; only those affected by transition, as defined above, should have Transition scores and ratings.

# Tip 6: Transition Scores and Ratings

(continued)

- A Transition record should not be submitted without an Original record.
- An educator's Transition record should not contain a subcomponent that is not included in the Original record.\*
- The Original and Transition Teacher Observation/Principal School Visit subcomponent scores should be the same.
- A Transition Overall rating should not be submitted if an Original Overall rating was not submitted.\*

Detailed information on the determination of transition scores and ratings can be found in the [Department's APPR Transition Guidance](#). Further information on the submission of transition scores and ratings is included on EngageNY under [Resources for Closeout of 2017-18 APPR](#).

*\*Only if an educator was supposed to receive a State-provided growth score, but did not, should there be a Transition Required Student Performance subcomponent score and rating and a Transition Overall rating where there is no Original Required Student Performance subcomponent score and rating and Original Overall rating.*

# Example #6a: Original Scores and Ratings Only

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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 2017-18 APPR plan.

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

# Example #6a: 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)

## 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 #6b: Original and Transition Scores and Ratings

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Educator 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 2017-18 APPR plan.

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

# Example #6b: 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)

## Incorrect – Original scores and ratings are needed

	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)

## Correct – submit both Original and Transition scores and ratings

	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)
TRANSITION	14	TREQSP	N/A	N/A	3.48	TREQOB	3.47	TOPTOB	TOCR03 (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;  
 Transition – 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.

## **Example #6c: Transition Scores and Ratings** (Use of the Optional Student Performance Subcomponent with a Supplemental Assessment)

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Educator 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 2017-18 APPR plan.

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



# Example #6c: 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	
ORIGINAL RECORD	17	REQSP	16	OPTSP	3.42	REQOB	N/A	N/A	OCR0E (E)
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	
ORIGINAL RECORD	17	REQSP	16	OPTSP	3.42	REQOB	N/A	N/A	OCR03 (E)
TRANSITION RECORD	N/A	N/A	16	TOPTSP	3.42	TREQOB	N/A	N/A	TOCR03 (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, optional: 16/effective, category: effective; teacher observation/principal school visits – required: 3.42/effective, category: effective; overall rating: effective;

Transition – student performance – no required, optional: 16/effective, category: effective; teacher observation/principal school visits – required: 3.42/effective, category: effective; overall rating: highly effective.

## Example #6d: Transition Scores and Ratings

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

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Educator 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 is not required. All other subcomponents are complete per the approved 2017-18 APPR plan.

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

# Example #6d: 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	
ORIGINAL RECORD	17	REQSP	16	OPTSP	3.42	REQOB	N/A	N/A	OCR0E (E)
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	
ORIGINAL RECORD	17	REQSP	16	OPTSP	3.42	REQOB	N/A	N/A	OCR03 (E)
TRANSITION RECORD	19	TREQSP	N/A	N/A	3.42	TREQOB	N/A	N/A	TOCR04 (H)

*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, optional: 16/effective, category: effective; teacher observation/principal school visits – required: 3.42/effective, category: effective; overall rating: effective;*

*Transition – student performance – required: 19/highly effective, no optional, category: highly effective; teacher observation/principal school visits – required: 3.42/effective, category: effective; overall rating: highly effective.*

# Tip 7: Submit Full and Complete Data

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- 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, Q14](#); [APPR 3012-d Guidance M46-47](#))

## Example #7a: Educator with No Evaluation Data

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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 “2017-18 Statement of Confirmation of Staff Evaluation Rating Verification Report” form. (see FAQ Q17)**

## Example #7b: Modified State-Provided Growth Score

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Educator has complete evaluation data to be reported but the State-provided growth score was modified (e.g., a teacher's State-provided growth score represented less than 50% of the students they were responsible for and was therefore used in a calculation with SLOs; or a State-provided growth measure was provided for an educator who should not have received a score pursuant to Education Law §3012-d, Subpart 30-3 of the Rules of the Board of Regents, and/or applicable APPR Guidance; or an appeal finalized prior to November 16, 2018 has resulted in a changed State-provided growth score).

**Action: district/BOCES reports relevant staff evaluation data reflecting this modification in the SIRS template AND indicates this person on the “2017-18 Statement of Confirmation of Staff Evaluation Rating Verification Report” form (See [FAQ Q22-24](#))**

## Example #7c: Appeal in Process

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Educator has complete staff evaluation data available to report; however, they are involved in an appeals process that has not been finalized as of November 16.

**Action:** district/BOCES reports all relevant staff evaluation data as they stand on November 16. If a change to one or more of these data are made after November 16, the district/BOCES will correct through the Level 0 Historical processes (See [FAQ Q18](#))

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

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- **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 2017-18 school year.**
- **Your district/BOCES submitted both Original and Transition data for educators using NYS grades 3-8 ELA/Math assessments or State-provided growth scores, and only Original data for those not affected by transition.**



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**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.](#)**