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To: District Superintendents of BOCES  
Superintendents of Public Schools

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Date: July 25, 2018 (Updated September 14, 2018)

Subject: APPR data collection and reporting timelines and requirements, 2017-18 APPR Implementation Certification form, and APPR review and approval processes for 2018-19 material changes

This memorandum provides an update on the following:

1. 2017-18 APPR Implementation Certification form;
2. APPR data collection and reporting timelines and requirements;
3. APPR review and approval processes for 2018-19 school year material changes.

### **2017-18 APPR Implementation Certification Form**

To be eligible for an increase in State aid in 2018-19, all districts must have fully implemented their approved APPR plans in the 2017-18 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 2017-18 school year, the Department requires that an Implementation Certification form be completed by **August 24, 2018** 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 2017-18 Statement of Confirmation of Staff Evaluation Rating Verification Report.

Date	Event	Description/Information
June 29, 2018 – August 24, 2018	APPR Implementation Certification form submission period	<p>The APPR Implementation Certification form must be submitted by August 24, 2018 by districts and BOCES. The form is one necessary component to demonstrate full implementation of your approved APPR plan for the 2017-18 school year and is used to determine eligibility for an increase in State aid for the 2018-19 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 <a href="#">NYSED Application Business Portal</a>.</p>
August 4, 2018– <b>November 16, 2018</b>	Final submission of 2017-18 Evaluation Ratings and Subcomponent Scores	<p>LEAs will report 2017-18 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 <b>November 16, 2018</b>.</p> <p>All final and complete data, including original and transition (as applicable) scores for the Required and Optional (as applicable) Student Performance subcomponents, scores for the Required and Optional (as applicable) Teacher Observation/Principal School Visit subcomponents and the Overall rating.</p> <p>Complete 2017-18 Staff Evaluation Rating data must be submitted by <b>November 16, 2018</b> for a district to be eligible for their increase in State aid.</p>
September 1, 2018	<p>Original APPR evaluation results from the 2017-18 school year must be provided to all educators.</p> <p>Transition APPR evaluation results (as applicable) from the 2017-18 school year must be reported for all educators whose APPR measures incorporate the results of the grades 3-8</p>	<p>2017-18 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, 2018, or as soon as practicable thereafter</u>.</p> <p><u>Transition scores and ratings</u> must be provided to each teacher and principal, as applicable, <u>as soon as practicable, but in no case later than September 1, 2018</u>.</p>

	ELA/ math State assessments and/or State-provided growth scores.	
November 30, 2018	2017-18 Statement of Confirmation of Staff Evaluation Implementation and Rating Verification Report(s) due	<p>This form certifies the accuracy of the Staff Evaluation Rating data submitted as of the November 16, 2018 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.</p> <p>The certification form will be available and must be submitted through <a href="#">NYSED Application Business Portal</a>, in the same location as the online APPR submission form.</p>
February 1, 2019	Submission deadline for Independent Evaluator Hardship Waivers for the 2018-19 school year	<p>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<sup>st</sup> of each school year through <a href="#">NYSED Application Business Portal</a>.</p>
March 1, 2019	Submission deadline for material changes to APPR plans consistent with Education Law §3012-d for the 2018-19 school year	<p>Material changes to APPR plans consistent with Education Law §3012-d for the 2018-19 school year must be submitted on or before this date through <a href="#">NYSED Application Business Portal</a>.</p> <p>Material changes to APPR plans consistent with Education Law §3012-d submitted after March 1, 2019 must be implemented for the 2019-20 school year and districts and BOCES must implement their previously approved plans consistent with §3012-d during the 2018-19 school year.</p>

**Reporting Requirements Related to Education Law §3012-d**

All public school districts and BOCES are required to submit 2017-18 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 in each subcomponent and an original overall rating must be reported for all educators subject to evaluation under Education Law §3012-d. Additionally, transition scores in each subcomponent and a transition overall rating 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 2017-18 school year, exported from your local data systems for each teacher and principal.

<b>Evaluation Category</b>	<b>Description</b>
<b>Student Performance Category</b>	<p>Original Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP.</p> <p>Transition Required Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: TREQSP.</p> <p>Original Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP.</p> <p>Transition Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: TOPTSP.</p>
<b>Teacher Observation/Principal School Visit Category</b>	<p>Original Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB.</p> <p>Transition Required Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00 or 0.00, using the following code: TREQOB.</p> <p>Original Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.</p> <p>Transition Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: TOPTOB.</p>
<b>Overall Evaluation Rating Category</b>	<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, as applicable, 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>

## **APPR Summaries for Districts and BOCES**

To assist districts and BOCES with the calculation, distribution, and data submission of staff evaluation scores and ratings, the Office of Educator Quality and Professional Development has prepared APPR summaries, which have been distributed through the [IRS Portal](#) to all districts and BOCES with approved APPR plans for the 2017-18 school year. Regional Information Centers have also received an APPR summary for all LEAs in their area. This APPR summary provides information from the approved APPR plan on measures and assessments, HEDI scoring ranges for observations and principal school visits, and subcomponent weighting, as applicable. The APPR summary is broken into groups of educators based on the use of optional subcomponents and the type of scores and ratings needed (original/transition). Each summary also provides a description of the items that should be distributed to educators as their final staff evaluation and those that should be submitted to the Department for the **November 16, 2018** staff evaluation data submission deadline. Detailed information and examples of the APPR summaries can be found on the [Resources for Closeout of 2017-18 APPR](#) page on EngageNY. Questions regarding the APPR summaries can be directed to [EducatorEval@nysed.gov](mailto:EducatorEval@nysed.gov).

## **Additional Questions and Information**

If you have any questions about the submission of data to SIRS, 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](mailto: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 2017-18 APPR](#) is also posted on EngageNY.