



Our Students. Their Moment.

New York State's Teacher and Principal Evaluation System

Continuing Guidance on the October 17 APPR Data
Submission Deadline for the 2013-14 School Year:
Tips to Address Common Errors



Module Objectives

- **Understand the common data entry errors made by districts/BOCES.**
- **Understand ways in which districts/BOCES can avoid similar data entry errors when submitting data to the Department before the October 17, 2014 submission deadline.**

Key Tools and Resources

- September 12, 2014 Annual Professional Performance Review Data Submission and Certification Deadlines for the 2013-14 School Year memorandum from Assistant Commissioner Julia Rafal-Baer and Executive Director Kathleen Moorhead:
<http://usny.nysed.gov/rttt/teachers-leaders/>
- Continuing Guidance on the October 17th APPR Data Submission Deadline for the 2013-14 School Year:
<http://www.engageny.org/resource/appr-planning>
- June 10, 2014 APPR Data Collection and Reporting memorandum from Assistant Commissioner Julia Rafal-Baer:
<http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-deadline-cert-memo.pdf>
- APPR Guidance: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>

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

Your district/BOCES submitted full and complete evaluation data for all teachers and principals employed by the district or BOCES for the 2013-14 school year.



Tip 1: 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-c.

Institutional Master File (IMF) data will be used to *estimate the completeness* of the number of educators with evaluation data.

(FAQ Q7, Q14-18; APPR Guidance M5)

Example #1

Teacher/Principal has all 3 subcomponents complete/accurate as per the district's/BOCES' approved APPR plan. (i.e., all procedures described for growth, local, and other measures have been followed through and completed as per the district's/BOCES' approved APPR plan)

Action = district/BOCES reports all subcomponents, composite, and overall rating in SIRS template

State	Local	Other	Other Rating	Composite	Overall Rating
13	15	56	E <small>(note: this is District/BOCES Determined as per their approved APPR plan)</small>	84	E

*zeros only used if actually earned

Note: this represents illustrative data

Example #2

Teacher/Principal is missing 1 or 2 subcomponents. (e.g., educator was out on maternity leave and did not have required number of observations so the “Other Measures of Effectiveness” subcomponent score and rating, and Composite score and rating should not be reported)

Action = district/BOCES reports the subcomponents that are complete/accurate but does not report a composite or overall rating in SIRS template

State	Local	Other	Other Rating	Composite	Overall Rating
13	15	-	-	-	-

*zeros only used if actually earned

Note: this represents illustrative data

Example #3

Teacher/Principal was subject to evaluation under Education Law §3012-c but does not have any subcomponent scores to be reported (e.g., SLOs were not implemented, local assessments were not administered, and only 1 observation was conducted).

Action = district/BOCES must report Teach ID, teacher name and indicate no available data on the “2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report form.” (see FAQ Q17)

Example #4

Teacher has complete evaluation data to be reported but the State-provided growth score was modified (e.g., the 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 has been provided for an educator who should not have received a score pursuant to Education Law §3012-c, section 30-2 of the Rules of the Board of Regents and/or applicable APPR Guidance).

Action = district/BOCES reports all subcomponents, composite, and ratings reflecting this modification in SIRS template AND indicates this person on the “2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report form.” (See FAQ Q23 and Q25)

State	Local	Other	Other Rating	Composite	Overall Rating
13	15	56	E (note this is District/BOCES Determined as per their approved APPR plan)	84	E

*zeros only used if actually earned

Note: this represents illustrative data



Example #5

Teacher/Principal has all subcomponent data available to report. The State-provided growth score had been modified as a result of an appeals process that was finalized prior to October 17.

Action = district/BOCES reports all subcomponents, composite, overall rating on template AND indicates this person on the “2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report form.” (See FAQ Q23 and Q25)

State	Local	Other	Other Rating	Composite	Overall Rating
13	15	56	E (note this is District/BOCES Determined as per their approved APPR plan)	84	E

*zeros only used if actually earned

Note: this represents illustrative data

Example #6

Teacher/Principal has all subcomponent data available to report, however, they are involved in an appeals process that has not been finalized as of October 17.

Action = district/BOCES reports all subcomponents, composite, and overall rating as they stand on October 17. If a change to one or more of these data are made after October 17 and/or October 31, the district/BOCES will correct through the Level 0 Historical processes. (See FAQ Q18)

State	Local	Other	Other Rating	Composite	Overall Rating
13	15	56	E (note this is District/BOCES Determined as per their approved APPR plan)	84	E

*zeros only used if actually earned

Note: this represents illustrative data

Example #7

Teacher/Principal was subject to evaluation under Education Law §3012-c and will have a “safety net calculation” applied to the evaluation scores and ratings.

Action = district/BOCES reports data in its original form with no safety net calculation applied in the submission for the October 17 deadline; the safety net calculation is reported only on the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report. (See FAQ Q19, Q24, and Q26)

Please note that Governor’s Program Bill No. 56 has not yet been signed by the Governor into law, but the State has drafted guidance on the bill in anticipation of it being signed by the Governor into law.

Tip 1 Recap: Full and Complete Data

The submission of 2013-14 full and complete data, including composite scores, subcomponent scores, and applicable evaluation rating categories is due to the Department by no later than October 17, 2014.

(FAQ Q2; [Assistant Commissioner Julia Rafal-Baer's June 10, 2014 memo](#); and APPR Guidance C31)

The data elements that are required include: Subcomponent Scores (State Growth, Local, and Other Measures), Other Measures Rating Category, Total Composite Effectiveness Score, and Overall Evaluation Rating Category.

(FAQ Q9)

Tip 2: Both the Score and Rating Category Should be Reported

- Both the score and rating should be reported for the Other Measures subcomponent and for the Total Composite Effectiveness.

(FAQ Q9)

For the Other Measures subcomponent, both a score and rating should be reported.

OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE	OVERALL_DESC
OTHER04	58	Other (0 to 60) - Highly Effective	OC01	58	Overall composite - Ineffective

For the Total Composite Effectiveness, both a score and rating should be reported.

Tip 2 Recap: Before Submitting Your Data, Please Check for the Following...

The evaluation data submitted by your district/BOCES contains both the Other Measures subcomponent score and the Other Measures subcomponent rating for each educator.

AND

The evaluation data submitted by your district/BOCES contains both the Total Composite Effectiveness score and the Overall Evaluation rating for each educator.

Tip 3: Total Composite Effectiveness Score and Overall Evaluation Rating Match

- The Total Composite Effectiveness score should correspond to the correct Overall Evaluation Category.
 - OC04 = highly effective, value from 91-100
 - OC03 = effective, value from 75-90
 - OC02 = developing, value from 65-74
 - OC01 = ineffective, value from 0-64

(FAQ Q9)

The overall code and overall score should match.

OVERALL_CODE	OVERALL_SCORE	OVERALL_DESC
OC03	100	Overall composite - Effective
OC04	100	Overall composite - Highly Effective

Tip 3 Recap: Before Submitting Your Data, Please Check for the Following...

The Total Composite Effectiveness score submitted by your district/BOCES for each educator matches the Overall Evaluation rating reported for that educator.

Tip 4: Other Measures Subcomponent Score and Rating Match

- The Other Measures score should correspond to the correct Other Measures rating category, per the bands included in the approved 2013-14 APPR plan.
 - OTHER 04 = highly effective
 - OTHER 03 = effective
 - OTHER 02 = developing
 - OTHER 01 = ineffective

(FAQ Q9)

OTHER_CODE	OTHER_SCORE	OTHER_DESC
OTHER04	58	Other (0 to 60) - Highly Effective

Tip 4 Recap: Before Submitting Your Data, Please Check for the Following...

The Other Measures subcomponent score submitted by your district/BOCES for each educator matches the Other Measures subcomponent rating reported for that educator, per the bands indicated in the approved 2013-14 APPR plan.

Tip 5: A Zero Represents an Earned Score

- A value of zero should only be reported for an educator's subcomponent score or Total Composite Effectiveness score when the evaluation requirements have been completed and the educator's performance merits a rating of zero. (FAQ Q14)
- If an educator is missing one or two of the subcomponents, the corresponding cell should be left blank and the Total Composite Effectiveness score and rating should be left blank. (FAQ Q14-16)
- If an educator is missing all subcomponents that educator should **ONLY** be reported within the **2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report form, located on the Information and Reporting Services Portal (IRSP)**. (FAQ Q17)

Be sure an educator has earned zero if one is reported; if they do not have a score, it should be left blank.

STATE_CODE	STATE_SCORE	LOCAL_CODE	LOCAL_SCORE	OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE
STATE20	19	LOCAL20	0	OTHER04	60	Other (0 to 60) - Highly Effective	OC03	79

Be sure a blank indicates an unrated area; if a zero was earned, it should be reported.

STATE_CODE	STATE_SCORE	LOCAL_CODE	LOCAL_SCORE	OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE
STATE20	19	LOCAL20	20	OTHER04		Other (0 to 60) - Highly Effective	OC03	39

If this educator did not receive an other measures score, an overall rating and score should not be reported.

Tip 6: Total Composite Effectiveness Score

- If, for some reason, districts/BOCES have one or more educator(s) who are missing a subcomponent score, then districts/BOCES should not report an overall composite score or rating for those educator(s).
(FAQ Q14 and Q15)

The overall rating and score should be left blank if an educator is missing one or more of the subcomponent scores.

STATE_CODE	STATE_SCORE	LOCAL_CODE	LOCAL_SCORE	OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE
STATE20	19	LOCAL20	20				OC01	39
STATE20	19	LOCAL20	20				OC01	39
STATE20	19	LOCAL20	20				OC01	39
STATE20	13	LOCAL20	20				OC01	33
STATE20	18	LOCAL20	20				OC01	38
STATE20	5	LOCAL20	20				OC01	25

Tip 6 (continued): Total Composite Effectiveness Score and Rating

1. If an educator has earned zero in each subcomponent, the Total Composite Effectiveness score should not be more than zero.

STATE_CODE	STATE_SCORE	LOCAL_CODE	LOCAL_SCORE	OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE
STATE20	0	LOCAL20	0	OTHER04	0	Other (0 to 60) - Highly Effective	OC02	70

2. The sum of the subcomponents should match the reported overall score.

STATE_CODE	STATE_SCORE	LOCAL_CODE	LOCAL_SCORE	OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE
STATE20	2	LOCAL20	2	OTHER04	2	Other (0 to 60) - Highly Effective	OC02	52
STATE20	3	LOCAL20	4	OTHER04	4	Other (0 to 60) - Highly Effective	OC04	55

6 = Sum of subcomponents

3. If all three subcomponents are scored, an overall rating and score should be reported.

STATE_CODE	STATE_SCORE	LOCAL_CODE	LOCAL_SCORE	OTHER_CODE	OTHER_SCORE	OTHER_DESC	OVERALL_CODE	OVERALL_SCORE
STATE20	11	LOCAL20	2	OTHER04	60	Other (0 to 60) - Highly Effective		

11 = Sum of subcomponents

Tip 6 Recap: Total Composite Effectiveness Scores and Ratings

The evaluation data submitted by your district/BOCES contains a Total Composite Effectiveness score only for educators who have a rating for all three subcomponent scores.

Tip 6 Recap (continued): Total Composite Effectiveness Scores and Ratings

1. If the evaluation data submitted by your district/ BOCES contains educators who have an earned zero in all three subcomponents, the corresponding Total Composite Effectiveness score should not be greater than zero.

AND

2. The Total Composite Effectiveness score submitted by your district/BOCES for each educator is equal to the sum of the three subcomponents reported for that educator.

AND

3. The evaluation data submitted by your district/BOCES contains a Total Composite Effectiveness score for all educators who have all three subcomponent scores.

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

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