



**THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234  
 Assistant Commissioner  
 New York State Education Department  
 Office of Teacher and Leader Effectiveness  
 89 Washington Avenue, 1071 EBA  
 Albany, NY 12234  
 Office: (518) 486-2573  
 Fax: (518) 474-4130

To: District Superintendents of BOCES  
 Superintendents of Public Schools

From: Assistant Commissioner Julia Rafal-Baer *Julia Rafal-Baer*

Date: June 10, 2014

Subject: Update on APPR data collection and reporting timelines and requirements, including instructions for accessing the 2013-14 APPR Implementation Certification form

This memorandum provides an update on APPR data collection and reporting timelines and requirements, including instructions for accessing the 2013-14 APPR Implementation Certification form.

**APPR Data Collection and Reporting Timeline for the 2013-14 School Year**

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 APPR Implementation Certification form. Please see the table below for important upcoming deadlines related to data submission and the APPR Implementation Certification form.

<b>Date</b>	<b>Event</b>	<b>Description/Information</b>
July 11, 2014	Final submission of 2013-14 Regents exam scores to be used for State-provided growth score calculations for principal evaluation purposes	Districts must submit 2013-14 scores for Regents exams (including June 2014 records) and approved alternatives to Regents exams to be used in principal evaluation growth score calculations.
August 2014	State Growth Score Distribution	State growth scores are distributed to districts for inclusion in 2013-14 teacher/leader evaluations.
August 27 – October 17, 2014	Final submission of 2013-14 evaluation composite ratings, composite scores, and subcomponent scores	LEAs will report 2013-14 evaluation composite ratings and subcomponent scores to the Student Information Repository System (SIRS). All final and complete data, including scores for the State Growth or Other Comparable Measures subcomponent, Locally Selected Measures subcomponent, Other Comparable Measures of Effectiveness subcomponent, overall composite score, and

		overall rating for all applicable teachers and principals must be submitted to the Commissioner by October 17, 2014. Further guidance is forthcoming from Assistant Commissioner Julia Rafal-Baer.
August 29, 2014	APPR Implementation Certification form must be submitted to NYSED's Application Business Portal	The APPR Implementation Certification form must be submitted by this date by districts and BOCES. The form is one necessary component to demonstrate implementation of your approved APPR plan for the 2013-14 school year and is used to determine eligibility for the 2014-15 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 available at <a href="http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-implementation-certification-form.pdf">http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-implementation-certification-form.pdf</a> and must be submitted through NYSED's Application Business Portal at <a href="http://portal.nysed.gov">http://portal.nysed.gov</a> .
September 1, 2014	APPR Plans must be approved by the Commissioner for the 2014-15 school year and APPR evaluation results from the 2013-14 school year must be provided to all educators	2013-14 APPR evaluations shall be completed and provided to teachers and principals. The entire evaluation must be completed and provided to each teacher and principal as soon as practicable, but in no case later than September 1, 2014.  Districts must have an APPR plan for the 2014-15 school year approved by the Commissioner. In the event that your 2014-15 plan is not approved by the Commissioner by this date, pursuant to Education Law 3012-c(2)(1), your currently approved APPR plan will remain in effect until a subsequent plan is agreed to by the parties and approved by the Commissioner. If your district is not fully implementing your approved plan by September 1, 2014, your district will not be eligible to receive an increase in State aid for the 2014-15 school year – this is not at the discretion of the Commissioner, but is a statutory requirement (see Section 1 of Part A of Chapter 57 of the Laws of 2013 and corresponding appropriation language in Chapter 53 of the Laws of 2013).

October 24, 2014	Statement of Confirmation of 2013-14 Staff Evaluation Rating Verification Report(s) due to RIC Director/Big 5 Data Coordinator	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.
------------------	--	--

### **Reporting Requirements**

All public school districts and BOCES are required to submit 2013-14 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.

The Board of Regents approved the use of a value-added model as the State-provided growth subcomponent of APPR beginning in the 2014-15 school year and an enhanced growth model for the 2012-13 and 2013-14 school years (for additional information please review the Board of Regents item: <http://www.regents.nysed.gov/meetings/2013Meetings/June2013/613p12hea1.pdf>). As a result of this decision, for the 2012-13 and 2013-14 school years, the State Growth or Other Comparable Measures subcomponent of APPR will count for 20 points for all educators.

The table below summarizes the data elements that are required to be submitted via the Staff Evaluation Rating Template, exported from your local data systems for each teacher and principal.

<b>Evaluation Category</b>	<b>Description</b>
<b>Overall Evaluation Rating Category</b>	Report using the following codes: OC04 = highly effective, OC03 = effective, OC02 = developing, OC01 = ineffective.  Code reported here must match the Total Composite Effectiveness Score reported.
<b>Total Composite Effectiveness Score</b>	Reported as a whole number from 0-100, using the following codes: OC04 = value from 91-100, OC03 = value from 75-90, OC02 = value from 65-74, OC01 = value from 0-64.  Score reported here must match code reported for Overall Evaluation Rating Category.
<b>Subcomponent Scores</b>	<ul style="list-style-type: none"> <li>• <u>State Growth or Other Comparable Measures subcomponent score</u> <ul style="list-style-type: none"> <li>○ Reported as a whole number from 0-20, using code STATE20.</li> </ul> </li> <li>• <u>Locally Selected Measures subcomponent</u> <ul style="list-style-type: none"> <li>○ Reported as a whole number from 0-20, using code LOCAL20.</li> </ul> </li> <li>• <u>Other Measures subcomponent</u> <ul style="list-style-type: none"> <li>○ Reported as a whole number from 0-60, using the following codes OTHER01 = ineffective, OTHER02 = developing, OTHER03 = effective, OTHER04 = highly effective.</li> </ul> </li> </ul> <p>Please see M32 of APPR Guidance for further information on the use of whole numbers: <a href="http://www.engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf">http://www.engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf</a></p>

## **APPR Implementation Certification Form**

In order to be eligible for an increase in State aid in 2014-15, all districts must fully implement their approved APPR plans. Section 1 of Part A of Chapter 57 of the Laws of 2013 (and corresponding appropriation language in Chapter 53 of the Laws of 2013) makes the Commissioner's approval by September 1 of each year of documentation that a school district has fully implemented the standards and procedures for conducting APPRs in accordance with Education Law §3012-c and subpart 30-2 of the Rules of the Board of Regents a condition of eligibility for any increases in State aid from the General Support for Public Schools appropriation over the amount apportioned in the prior school year. Section 1 of Chapter 57 applies to State aid increases for the 2014-2015 school year and thereafter.

In order to demonstrate that each district or BOCES has fully implemented their approved APPR plan for the 2013-14 school year, the Department requires that an implementation certification form be completed by August 29, 2014 by the superintendent of schools and board president. The certification form (available at: <http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-implementation-certification-form.pdf>) must be submitted through the NYSED Application Business Portal at: <http://portal.nysed.gov/>. 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.

## **Additional Questions**

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 at (518) 474-7965 or via email at [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov). If you have any questions or require technical assistance with your APPR plan, please contact [educatoreval@mail.nysed.gov](mailto:educatoreval@mail.nysed.gov). Please also see the APPR Guidance document for further information: <http://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations>.