



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

New York State's Teacher and Principal Evaluation System

Continuing Guidance on the Submission of
Evaluation Data under Education Law 3012-e:
Tips for Submission

Educator Evaluation Data Collection

- Educator evaluation data scores and ratings can be submitted to the Department through the October deadline.
- Educator evaluation data elements to be submitted include:
 - Final standard ratings for each NYS Teaching Standard/Professional Standard for Educational Leaders (PSEL)
 - Overall rating
- The “Statement of Confirmation of Educator Evaluation Rating Verification Report” is due one week after the staff evaluation data submission deadline.
- For specific dates related to the submission of evaluation data see the [*Educator Evaluation Closeout Reminders*](#) document.

Key Tools and Resources

Data Collection and Educator Evaluation Closeout

- [Educator Evaluation Data Submission Reminders and FAQ](#)
- [Educator Evaluation Data Template Examples](#)
- [Educator Evaluation Closeout Reminders](#)
- [Educator Evaluation Data Reporting under Education Law §3012-e](#)

Educator Evaluation Summaries

- Educator Evaluation Summaries for LEAs are organized by groups of educators based on the measures, corresponding standards, rating process, and evaluation cycle information from the current STEPS plan.
 - Educator Evaluation Summaries are available for each LEA through [SED Monitoring](#) in the Educator Quality portal.

Educator Evaluation Guidance

- [Educator Evaluation Guidance: Education Law §3012-e](#)

Tip 1: Incomplete Final Standard Rating(s)

- If an educator is missing one or more prescribed final standard rating(s) because one or more evaluation measure was not completed:
 - Do not submit ratings for the missing standard(s);
 - Do not submit an overall rating at the conclusion of the evaluation cycle.

Example

- *Per the current STEPS plan, a teacher is rated on all standards and receives an overall rating in the applicable year, but was out on parental leave, so did not have the required number of observations and the teacher portfolio could not be completed.*
- *Observations are to be used to rate standards I and III and a teacher portfolio contributes to rating Standards III and VII*
- *A parent survey was used to rate standards I, II, IV, V, and VI.*
- *This teacher should be submitted with ratings only for those standards based solely on the parent survey and should not have an overall rating.*
 - *The evaluation record should contain scores for standards II, IV, V, and VI only, as these are based wholly on a parent survey.*

Example #1: Missing Final Standard Ratings

A teacher is missing ratings for standards I, III, and VII, as the observations and teacher portfolio were not completed due to parental leave.

Action: report ratings only for standards II, IV, V, and VI and do not report an overall rating.

Incorrect

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
X	3	X	3	4	4	X	4

Correct – an overall rating should not be submitted

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
X	3	X	3	4	4	X	X

Tip 2: Overall Rating

- If all prescribed final standard ratings are complete for an educator, and the evaluation cycle concludes in the applicable year, be sure to submit an overall rating.
- The overall rating should be based on the combination of the final standard ratings, per the LEA-determined process described in the current STEPS plan.

An educator should only be missing an overall rating for one of two reasons:

1. One or more of the final standard ratings prescribed in the STEPS plan are incomplete; OR
2. The evaluation cycle indicated in the STEPS plan does not conclude in the applicable year (tenured educators only).

Example #2a: Overall Rating (Complete Evaluation)

All prescribed final standard ratings are complete and the evaluation cycle concludes in the applicable year.

Action: report all prescribed final standard ratings and an overall rating

Example: Probationary teachers are required to receive a final rating for all standards and an overall rating on an annual basis.

Incorrect – missing an overall rating

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
4	3	2	3	4	4	3	X

Correct – be sure to submit an overall rating if all prescribed final standard ratings are complete and the evaluation cycle concludes in the applicable year

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
4	3	2	3	4	4	3	4

Example #2b: Overall Rating (Complete Evaluation)

All prescribed final standard ratings are complete and the evaluation cycle concludes in the applicable year.

Action: report all prescribed final standard ratings and an overall rating

Example: Per the current STEPS plan, the evaluation cycle for a tenured middle school teacher prescribes final ratings for standards II, IV, V, and VII in year two of a two-year evaluation cycle. Since this is the final year of the cycle, an overall rating should also be given.

Incorrect – missing an overall rating

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
X	3	X	3	4	4	X	X

Correct – be sure to submit an overall rating if all prescribed final standard ratings are complete and the evaluation cycle concludes in the applicable year

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
X	3	X	3	4	4	X	4

Example #2c: Overall Rating (Missing Final Standard Ratings)

A probationary principal is missing ratings for standards 2, 8, and 9 because the student survey measure was not complete.

Action: report only the ratings for standards 1, 3, 4, 5, 6, 7, and 10, which were based on measures other than the student survey and do not submit an overall rating

Incorrect

PS1_ MISSION AND VISION	PS2_ PROFESSIONAL ETHICS	PS3_ EQUITY AND CRSE	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	PS5_ SCHOOL COMMUNITY	PS6_ HUMAN CAPITAL	PS7_ PROFESSIONAL COMMUNITY	PS8_ FAMILY AND COMMUNITY	PS9_ OPERATIONS AND RESOURCES	PS10_ CONTINUOUS IMPROVEMENT	OVERALL RATING
3	X	3	4	4	4	3	X	X	3	4

Correct – an overall rating should not be submitted

PS1_ MISSION AND VISION	PS2_ PROFESSIONAL ETHICS	PS3_ EQUITY AND CRSE	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	PS5_ SCHOOL COMMUNITY	PS6_ HUMAN CAPITAL	PS7_ PROFESSIONAL COMMUNITY	PS8_ FAMILY AND COMMUNITY	PS9_ OPERATIONS AND RESOURCES	PS10_ CONTINUOUS IMPROVEMENT	OVERALL RATING
3	X	3	4	4	4	3	X	X	3	X

Tip 3: Zero Is Not a Valid Rating

- STEPS plans include a level one to four rating system. All standards and overall ratings should be a numerical value of 1, 2, 3, or 4.
- A zero should not be used to represent a missing rating.
 - If an educator is missing one or more prescribed final standard ratings, such ratings(s) should not be submitted, and an overall rating should also not be submitted.

Example #3: Zero is Not a Valid Rating

A probationary principal is missing ratings for standards 2, 8, and 9 because the student survey measure was not complete.

Action: report only the ratings for standards 1, 3, 4, 5, 6, 7, and 10, which were based on measures other than the student survey and do not submit an overall rating

Incorrect – zero is not a valid rating

PS1_ MISSION AND VISION	PS2_ PROFESSIONAL ETHICS	PS3_ EQUITY AND CRSE	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	PS5_ SCHOOL COMMUNITY	PS6_ HUMAN CAPITAL	PS7_ PROFESSIONAL COMMUNITY	PS8_ FAMILY AND COMMUNITY	PS9_ OPERATIONS AND RESOURCES	PS10_ CONTINUOUS IMPROVEMENT	OVERALL RATING
3	0	3	4	4	4	3	0	0	3	4

Correct – do not submit final ratings for the missing standards and do not submit an overall rating

PS1_ MISSION AND VISION	PS2_ PROFESSIONAL ETHICS	PS3_ EQUITY AND CRSE	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	PS5_ SCHOOL COMMUNITY	PS6_ HUMAN CAPITAL	PS7_ PROFESSIONAL COMMUNITY	PS8_ FAMILY AND COMMUNITY	PS9_ OPERATIONS AND RESOURCES	PS10_ CONTINUOUS IMPROVEMENT	OVERALL RATING
3	X	3	4	4	4	3	X	X	3	X

Tip 4: Completeness of Data

- Please be sure to submit data for all teachers and principals in the LEA subject to evaluation under Education Law §3012-e.
 - 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 educator evaluation data; educators identified as principals in Staff Snapshot that match on Staff ID with the educator evaluation file will be coded as principals.

Tip 4: Completeness of Data

- Please be sure to follow the evaluation cycle described in the STEPS plan when rating standards and assigning overall ratings.
 - Probationary educators are required to be rated on all NYS Teaching Standards/PSEs and receive an overall rating on an annual basis.
 - Tenured educators must be evaluated on all NYS Teaching Standards/PSEs across an LEA-determined annual or multi-year evaluation cycle and receive an overall rating at the conclusion of that cycle.
 - Consult the current STEPS plan to determine the length of the evaluation cycle for tenured teachers and which standards are rated in a given year.
 - Staff tenure data will be used in the initial review of submitted data for completeness to estimate the number of educators that require ratings for all standards annually. Please be sure to submit tenure records for all educators subject to evaluation under Education Law §3012-e.

Example #4a: Educator with No Evaluation Data

A principal is subject to evaluation under Education Law §3012-e, but does not have any final standard ratings to be reported (e.g., the principal was out on medical leave for the majority of the school year).

Action: this principal will not be included in evaluation results submitted to the Department

Example #4b: Evaluation Cycle

The STEPS plan includes both the evaluation cycle and the schedule for rating each of the standards within that cycle.

Action: consult the current STEPS plan and report final ratings for those standards included in the applicable year; only report an overall rating at the conclusion of the evaluation cycle

Example: Per the current STEPS plan, a tenured physical education teacher is evaluated on a 2-year evaluation cycle, which includes ratings for standards I, III, IV, and V in year one and ratings for standards II, VI, and VII in year two. Data is being submitted for year one of the evaluation cycle.

Incorrect – standards not included in the evaluation cycle

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4	3	2	3	4	4	3	3

Correct – submit final ratings for those standards prescribed in the applicable year of the evaluation cycle and only report an overall rating in the last year of the evaluation cycle

TSI_ KNOWLEDGE OF STUDENTS	TSII_ INSTRUCTIONAL PLANNING	TSIII_ INSTRUCTIONAL PRACTICE	TSIV_ LEARNING ENVIRONMENT	TSV_ ASSESSMENT FOR LEARNING	TSVI_ PROFESSIONAL RESPONSIBILITES	TSVII_ PROFESSIONAL GROWTH	OVERALL RATING
4	X	2	3	4	X	X	X

Our goal is to help each LEA submit a full and complete data set, to the extent the LEA was able to complete all or part of each educator's evaluation.

Please contact EvalData@nysed.gov for assistance or inquires.

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