



# CHECKLIST FOR COMPLETING TEACHER SUMMATIVES

## SUPERINTENDENTS

### BEFORE PRINCIPALS BEGIN SUMMATIVE REPORTS

- Review the NEE Data Tool – Teacher Summative Report (Evaluators) instruction document in the Help and Resources section of the NEE Data Tool.
- Check the Status Report – District Activity to be sure the desired number of observations have been conducted and, if applicable, that scoring on other measures has been completed.

### AT SUMMATIVE REPORT DEADLINE

- Check the Status Report – Summative Status to be sure reports have been run, completed, and verified for all teachers.

## PRINCIPALS

### BEFORE CREATING TEACHER SUMMATIVE REPORTS

- Check Status Report – Building Activity to be sure all teachers have received the desired number of classroom observations.
- Score all organizers to be included in the Summative Report for the current school year, including the TPDP, UOI, Specialist.
- Close any student surveys that are still open. Survey results will not appear on a teacher’s summative unless the student survey event for that teacher has been closed.
- Review the NEE Data Tool – Teacher Summative Report (Evaluators) instruction document in the Help and Resources section of the NEE Data Tool.

### CREATE A SUMMATIVE REPORT FOR EACH TEACHER

- Go to My Teachers > View Summative Reports > Select teacher name to run and display that teacher’s summative report.
- Scroll through the report to be sure all scores that should be included are displayed.
- Enter comments in the Supervisor’s Comments box at the bottom of the report. When appropriate, include a statement related to an area of improvement focus for the teacher’s PD effort for the next year.
- Select the appropriate Reemployment Status, if used in your district.
- Select the appropriate response for Growth In Student Learning.
- Click the “Complete Later” button.
- Schedule Summative Conference with Teacher.
- During or just after the Summative Conference, reopen the Teacher Summative Report and click the “Complete For Teacher Review” button. Teachers have 14 days after this button is clicked to login and click the button indicating that they met with the principal to discuss the Summative Report. Keep this schedule in mind.
- Refer to the Status Reports > Summative Status Report at any time to check on progress. A teacher’s name appears on this list once a Summative Report has been started and either the Complete Later OR the Complete For Teacher Review button has been clicked.
- Check Status Reports > Summative Status Report when all Summative Conferences have been held to be sure no teacher was missed and that all summative reports have been completed and the data cycle closed. Follow up with any teachers who have not yet responded to the summative. It is important that a Summative Report be completed each year for each teacher if the district wants a new Data Cycle to begin each school year.