ALL EA USERS

Evaluatees

All regular classroom educators, Alabama Reading Initiative (ARI) instructional coaches, school counselors, school librarians, and all special educators, including pre-kindergarten special educators, speech/language pathologists, and special educators of students taking the Alabama Alternate Assessment (AAA).

Evaluators

All instructional leaders responsible for evaluating teachers/educators using the EA process (principals, assistant principals, career technical education directors, and others).

Reviewers

Includes <u>all</u> superintendents, central office staff, and other instructional leaders designated as EA Reviewers by their local superintendent, but are not responsible for evaluating EA Evaluatees (teachers/educators).

STEP 8
CLOSEOUT

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: When should Evaluatees' EA online processes be completed?
All EA components (Self-Assessment, Dialogue, Professional Learning Plan [PLP], Supporting Evidence [SE]), and "optional" Evidence Summary Report must be completed prior to the beginning of the next school year, as appropriate by all EA Users, and in keeping with the EA Implementation Timeline.

Q: Is the ALSDE requiring school psychologists and school psychometrists to implement the EA process and do their Evaluators have any close out responsibilities associated with EA in the upcoming school year?
No. In May 2013, the ALSDE, Special Education Services (SES) section, convened a Formative Assessment for School Psychologists and School Psychometrists Task Force comprised of local education agency (LEA), university and professional association practitioners. Task force recommendations will be used to guide the future development and implementation of a formative assessment process for this professional group. The ALSDE will be responsible for the development and implementation of the new process for school psychologists and school psychometrists.

Until this formative assessment process is available, LEAs may use a locally determined formative assessment tool of their choice to assist school psychologists and school psychometrists in self-assessing their professional learning needs. If LEAs so choose, they may continue to use the EA process for school psychologists and school psychometrists until a new process is ready for use.

Q: Who is responsible for closing the EA online process for Evaluatees?
Evaluators are responsible for closing out their assigned Evaluatees' EA processes, as directed by the LEA superintendent, following EA guidelines and the EA Implementation Timeline. Reviewers are responsible for ensuring Evaluators effectively close all Evaluatees' EA processes. Evaluatees are responsible for completing all EA components as directed by the local superintendent, Reviewers, and Evaluators, in keeping with EA guidelines and the EA Implementation Timeline.

ALL EA USERS: EVALUATEES: STEP 8 – FAQs *continued*

Q: What must Evaluators do to close out Evaluatees' EA processes for the year?
Evaluators ensure that assigned Evaluatees complete all required EA components (Self-Assessment, Dialogue, PLP, and SE) as directed by the local superintendent, in keeping with EA guidelines and the EA Implementation Timeline. Additionally, Evaluators must complete all EA components for all assigned Evaluatees following the same guidelines and timeline.

Q: Are Evaluators required to complete Evidence Summary Reports for Evaluatees?
No. Evidence Summary Reports are optional entries Evaluators may use to provide EA closure for their assigned Evaluatees for the current school year.

Q: What happens to Evaluatees' EA online components when their EA processes are closed for the year?
When closed, Evaluatees' EA online components are archived in an EA folder labeled by school year, located on Evaluatees' Profile Status pages within the EA online process. For each year of employment, read-only EA archives will be viewable by the Evaluatee, the assigned Evaluator, and Reviewers (as designated by the local superintendent).

Q: May Evaluators and/or Evaluatees begin the EA process for the next school year before the current year process is closed?
No. The EA process for all Evaluatees must be closed no later than July 31st for the current school year. The SDE will provide access to all EA Users to begin the EA online process for the upcoming school year on August 1st.

Q: What happens to Evaluatees' EA archives if they transfer to another school within the local education agency (LEA), or accept employment in another Alabama LEA?
The EA process is tied to an individual, and will remain available to the user, regardless of the Alabama public school system where the Evaluatee is employed.

Q: What happens to Evaluatees' EA archives if they accept employment outside the Alabama public school system, or if they become unemployed?
Evaluatees may contact the Alabama Department of Education to obtain their EA archives if they accept employment outside the Alabama public school system, or if they become unemployed.

Q: May Reviewers, Evaluators, and/or Evaluatees get a "head start" on next year's EA process for next year?
No. Because Reviewers', Evaluators', and/or Evaluatees' assignments may change over the summer, it is important that Evaluatees' annual Self-Assessment, Dialogue, PLP, and subsequent Supporting Evidence reflect their assignments and students for the upcoming school year. Likewise, Reviewers and Evaluators need to ensure they are guiding Evaluatees' EA processes, as assigned for the upcoming year. EA components entered "early" will not be transferable to the next school year.

Q: When must Evaluatees' EA process be closed for the current year?
Evaluators must close out all Evaluatees' EA processes by July 31st for the current school year.

ALL EA USERS: EVALUATEES: STEP 8 – FAQs *continued*

Q: What if Evaluators fail to close Evaluatees' EA processes by July 31st for the current year?
The SDE, in cooperation with the Alabama Supercomputer Authority (ASA), will automatically close all "open" Evaluatees' EA processes no later than July 31st, prior to the upcoming school year.

Q: Once the SDE/ASA officially closes all Evaluatees' EA processes for current year, may they be re-opened for any reason?
No. All Evaluatees' EA data becomes archived at that point and may not be re-opened, but will be viewable by the appropriate Evaluatee, Evaluator, and/or Reviewer.