



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 Schools
Charter School Leaders

From: Julia Rafal-Baer, Assistant Commissioner
Office of Teacher and Leader Effectiveness

Kathleen Moorhead
Executive Director of Education Technology and
Data Systems

Subject: Annual Professional Performance Review Data Submission and
Certification Deadlines for the 2013-14 School Year

Date: September 12, 2014

This memorandum provides continuing information regarding several APPR data collection and reporting deadlines. This memo supports the information shared in the June 10, 2014 memo found on the Department's web site at: <http://usny.nysed.gov/rtt/teachers-leaders/docs/appr-deadline-cert-memo.pdf>. Please note that the submission deadline for staff evaluation data submission has not changed, but the deadline to submit the "Statement of Confirmation of 2013-14 Staff Evaluation Rating Certification Report" has been extended to October 31, 2014.

As a reminder, when districts, BOCES, and applicable charters submitted their APPR Implementation Certification form, they assured that "all data will be submitted to the Commissioner by August 27, 2014 to the extent practicable and no later than October 17, 2014" and that "all data submitted to the Commissioner by October 17, 2014 will be a complete and accurate representation of the information requested and includes the State Growth subcomponent and Locally Selected Measures subcomponent scores, and the Other Measures subcomponent and Overall Composite score and rating for all teachers and principals employed by the district or BOCES, for the 2013-14 school year." **Therefore, in order to be eligible for an increase in State Aid for 2014-15, all districts must report their evaluation subcomponent and composite ratings and scores by October 17, 2014.** Please note: Local level 1 data centers will require earlier due dates to allow sufficient time for processing.

Date	Event	Description/Information
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 SIRS. All final and complete data, including scores for the State Growth subcomponent and the Locally Selected Measures subcomponent, and scores and ratings for the Other Measures subcomponent and the Overall Composite for all applicable teachers and principals must be submitted to the Department by this date.
October 31, 2014	Statement of Confirmation of 2013-14 Staff Evaluation Rating Certification Report(s) due.	<p>This form is required to be signed by the LEA's certifying official who verifies that the data provided for review in the Staff Evaluation Rating Verification Report(s) generated by L2RPT are complete and accurate.</p> <p>The Certification Form will be accessible to districts via the SED Monitoring and Vendor Performance System, available through the NYSED Application Business Portal, beginning the week of September 29. If you experience issues logging into the portal contact seddas@nysed.mail.gov for assistance.</p>

Reporting Requirements

All public school districts, BOCES, and applicable charters are required to submit 2013-14 school year data to the Student Information Repository System (SIRS) that includes staff evaluation ratings used for APPR. Please share this information with personnel in your organization who have responsibility for data collection and reporting.

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.

Evaluation Category	Description
Overall Evaluation Rating Category	<p>Reported as a number, using the following codes: OC04 = highly effective, OC03 = effective, OC02 = developing, OC01 = ineffective.</p> <p>Code reported here must match the Total Composite Effectiveness Score reported.</p>

<p>Total Composite Effectiveness Score</p>	<p>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.</p> <p>Score reported here must match code reported for Overall Evaluation Rating Category.</p>
<p>Subcomponent Scores</p>	<ul style="list-style-type: none"> • <u>State Growth subcomponent score</u> <ul style="list-style-type: none"> ○ Reported as a whole number from 0-20, using code STATE20 • <u>Locally selected measures subcomponent</u> <ul style="list-style-type: none"> ○ Reported as a whole number from 0-20, using code LOCAL20 • <u>Other measures subcomponent</u> <ul style="list-style-type: none"> ○ Reported as a whole number from 0-60, using the following codes: OTHER 04= highly effective, OTHER 03= effective, OTHER 02= developing, and OTHER 01= ineffective

A frequently asked questions document has been created surrounding common questions about the data submission and the Statement of Confirmation of 2013-14 Staff Evaluation Rating Certification Report. This frequently asked questions document is attached to this memo for your reference. Please share this memo and the attached document with any personnel within your district/BOCES who may need guidance surrounding data submission and certification.

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

Frequently Asked Questions

General Questions

Q1: I submitted my APPR Implementation Certification Form and I have an approved APPR plan for 2014-15. What further information is required to be submitted to the Department in order for my district to demonstrate full implementation of its APPR and be eligible for an increase in State Aid for 2014-15?

A: LEA's must report 2013-14 evaluation composite ratings and subcomponent scores to the New York State Education Department's Student Information Repository System (SIRS). All final and complete data, including scores for the State Growth subcomponent, the Locally Selected Measures subcomponent, the Other Measures subcomponent, the Overall Composite score, and rating categories for all applicable teachers and principals must be submitted to the Department by October 17, 2014.^{1, 2, 3}

In addition, the "2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report" is required to be signed by the LEA's certifying official who verifies the data submitted to the Department by October 31, 2014. By signing the Implementation Certification form that was due to the Department on August 29, 2014, LEA's assured that all data will be submitted to the Commissioner starting on August 27, 2014 to the extent practicable and that "all data submitted to the Commissioner by October 17, 2014 will be a complete and accurate representation of the information requested and includes the State Growth subcomponent, the Locally Selected Measures subcomponent, the Other Measures subcomponent, the Overall Composite score, and rating categories, for all teachers and principals employed by the district or BOCES, for the 2013-2014 school year."

However, please be advised that pursuant to Education Law §3012-c(9) and section 30-2.12 of the Rules of the Board of Regents, the Department reserves the right to monitor and take appropriate action with districts, including potential loss of State Aid, if a district is in not fully implementing their approved APPR plan in accordance with the law and regulations.

¹ Please see Assistant Commissioner Julia Rafal-Baer's June 10, 2014 memorandum which can be found on the NYSED website at <http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-deadline-cert-memo.pdf>.

² Please see Section M5 of the APPR Guidance which can be found on EngageNY at <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

³ Please see Sections C30 and C31 of the APPR Guidance which can be found on EngageNY at <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

Q2: When is the information due to the Department?

A: Submission of data on subcomponent and composite ratings of classroom teachers and building principals for the 2013-14 school year was required to be submitted starting on August 27 to the extent practicable; however, the submission of 2013-14 full and complete data, including composite scores, subcomponent scores, and applicable evaluation rating categories are due to the Department by no later than **October 17, 2014**.^{4, 5} Please note: Local level 1 data centers will require earlier due dates to allow sufficient time for processing.

In addition, the Statement of Confirmation of 2013-14 Staff Evaluation Rating Certification Report form is required to be signed by the LEA's certifying official by **October 31, 2014**.

Q3: Why do we need to submit this information?

A: If your school district has a 2013-14 APPR plan approved by the Commissioner, it is expected that the district will have taken the steps necessary to carry out the evaluations of classroom teachers and building principals in accordance with your approved APPR plan. Therefore, the Commissioner required proof of submission of preliminary data on subcomponent and composite ratings of classroom teachers and building principals for the 2013-14 school year by no later than August 29, 2014 to the extent practicable, and a certification by the superintendent of schools that final, complete data on such subcomponent and composite ratings will be submitted by October 17, 2014.

In addition, 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 and Chapter 53 of the Laws of 2014) 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.^{6, 7}

⁴ Please see Assistant Commissioner Julia Rafal-Baer's June 10, 2014 memo which can be found on the NYSED website at <http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-deadline-cert-memo.pdf>.

⁵ Please see Section C31 of the APPR Guidance which can be found on EngageNY at <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

⁶ Please see Sections C30 and C31 of APPR Guidance for additional information which can be found on EngageNY at <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

⁷ Please see the APPR Implementation Certification Form which can be found at <http://usny.nysed.gov/rttt/teachers-leaders/appr-implementation-certification.html>.

Q4: What happens if we do not submit data?

A: Expanding on what was done in Chapter 57 of the Laws of 2012 using a January 17, 2013 deadline, 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 and Chapter 53 of the Laws of 2014) 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.

By signing the Implementation Certification form that was due to the Department by August 29, 2014, districts and BOCES assured that "all data will be submitted to the Commissioner by August 27, 2014, to the extent practicable, and no later than October 17, 2014" and that "all data submitted to the Commissioner by October 17, 2014 will be a complete and accurate representation of the information requested and includes the State Growth subcomponent and Locally Selected Measures subcomponent scores, Other Measures subcomponent and Overall Composite scores and ratings, for all teachers and principals employed by the district or BOCES, for the 2013-14 school year." Therefore, if a district has signed the Implementation Certification form and does not submit their full and complete data by October 17, 2014 the district may not be eligible to receive an increase in State Aid for the 2014-15 school year.⁸ Additionally, districts, BOCES, or charter schools who do not submit this data and who receive, or are applying for, certain grants that require demonstration of full implementation of APPR will be unable to meet the requirements of their grants and risk loss of funding.

Data Submission Questions:

Q5: How are the data submitted?

A: Districts, BOCES, and charter schools should follow typical protocol in regards to data submission. For questions regarding loading staff evaluation data into SIRS, please contact your RIC/Big 5 City School District data center. For a list of Level 1 data center contacts, see <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>.

Q6: What format should be used to submit the data?

A: Some districts, BOCES, and charter schools have Professional Development or Instructional Information Systems and even HR or Financial Systems that allow users to enter Annual Professional Performance Reviews and export the data in the New York State data collection format. Other LEAs create spreadsheets in the NYS data collection format, while others manually enter the data in the Level 0 application. Follow typical

⁸ Please also see Sections C30 and C31 of APPR Guidance which can be found on EngageNY at: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

protocol in regards to data submission and/or formatting. If you have additional questions you may want to contact your Level 1 data center.

Q7: Are we required to report both teacher and principal data?

A: Yes, both teacher and principal data are required to be submitted to the Department. By signing the Implementation Certification form that was due to the Department by August 29, 2014, districts and BOCES assured that “all data will be submitted to the Commissioner by August 27, 2014, to the extent practicable, and no later than October 17, 2014” and that “all data submitted to the Commissioner by October 17, 2014 will be a complete and accurate representation of the information requested and includes the State Growth subcomponent and Locally Selected Measures subcomponent scores, and the Other subcomponent and Overall Composite scores and ratings, **for all teachers and principals employed by the district or BOCES**, for the 2013-14 school year.”

Q8: What educator ID should be used when submitting the data?

A: Staff Evaluation Rating records can be submitted using either the local ID (field 2) or the Alternate Staff (TEACH) ID (field 14). Either field 2 or field 14 is used, not both. The ID used (field 2 or 14) must match that defined in the Staff Snapshot table.

Q9: What elements are required to be submitted to the Department for each teacher and principal in the Staff Evaluation Rating template?

A: 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.

Please see Q10 for specifics regarding evaluation data submission for charter schools.

Evaluation Category	Description
Overall Evaluation Rating Category	<p>Reported as a number, using the following codes: OC04 = highly effective, OC03 = effective, OC02 = developing, OC01 = ineffective.</p> <p>Code reported here must match the Total Composite Effectiveness Score reported.</p>
Total Composite Effectiveness Score	<p>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.</p> <p>Score reported here must match code reported for Overall Evaluation Rating Category.</p>

Subcomponent Scores	<ul style="list-style-type: none"> • <u>State Growth subcomponent score</u> <ul style="list-style-type: none"> ○ Reported as a whole number from 0-20, using code STATE20 • <u>Locally selected measures subcomponent</u> <ul style="list-style-type: none"> ○ Reported as a whole number from 0-20, using code LOCAL20 • <u>Other Measures subcomponent</u> <ul style="list-style-type: none"> ○ Reported as a whole number from 0-60, using the following codes OTHER 04= highly effective, OTHER 03= effective, OTHER 02= developing, and OTHER 01= ineffective
----------------------------	---

Q10: What are charter schools required to report?

A: Charter schools that are not required to implement the §3012-c Evaluation Rating Categories (i.e. Highly Effective, Effective, Developing, Ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes. Most charter schools are only required to submit the HEDI rating for the "Overall Composite score" and not subcomponent scores, however there may be instances where a charter school is required to submit additional data to meet particular grant requirements where implementation of Education Law §3012-c is required.⁹

Charter schools outside of New York City should contact their Regional Information Center (<http://www.p12.nysed.gov/irs/sirs/RICBIG5.pdf>) for support and guidance on submitting and verifying this data.

Charter schools in New York City should contact CSsupport@schools.nyc.gov for support and guidance on submitting and verifying this data.

Q11: Can the reported numerical scores contain decimals?

A: No, per section M32 of APPR Guidance, districts/BOCES may not report subcomponent scores as decimals. Districts/BOCES must report subcomponent scores and Overall Composite scores as whole numbers (as prescribed in the Commissioner’s regulations). For ease of practice, NYSED recommends that any calculations that may result in decimals be rounded to the nearest whole number.

Districts must also ensure that rounding will not result in an educator moving from one HEDI rating category to another.¹⁰

⁹ Please see Assistant Commissioner Julia Rafal-Baer’s June 10, 2014 memo which can be found on the NYSED website at <http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-deadline-cert-memo.pdf>.

¹⁰ Please see SectionM32 of APPR Guidance which can be found on EngageNY at <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

Q12: How do I find out if our data has been submitted to the Department? I think we submitted our full and complete data set, but I would like to confirm and verify the data. How do we do so?

A: Your submitted data can be viewed in L2RPT- SIRS 317 Staff Evaluation Rating Verification Report in the Level 2 (L2RPT) Reporting System. If your data is not available in L2RPT, please follow typical protocol in regard to questions surrounding data submission, which may include contacting your Level 1 data center to determine if data has been submitted. In addition, each district will receive a refreshed summary report each Monday via the Information and Reporting Services Portal (IRSP) titled **2013-14 School Year Staff Evaluation Rating Data in SIRS**. This report will reflect a summary of the data that has been submitted to the Department by Friday of the previous week, and will include information to help you estimate the number of outstanding records still in need of submission.

Please note: Staff Evaluation Rating Records can only be verified in the SIRS 317 Staff Evaluation Rating Verification Report. The report is a district-only report and, as such, only users with district-level accounts can view and verify this data if provisioned in SEDDAS. The user must be granted access to L2RPT and Staff Evaluation (or Staff Evaluation Only) for the L2RPT application in SEDDAS.

Please see Q13 for guidance regarding what to do if incorrect data are found during your review of submitted data.

Q13: What should I do if there are incorrect data in my Staff Evaluation Rating Report?

A: Prior to the deadline of October 17, 2014, districts, charter schools, and BOCES should verify the data submitted to the Department Level 2 (L2RPT). In addition, each district will receive a refreshed summary report each Monday via the Information and Reporting Services Portal (IRSP) titled **2013-14 School Year Staff Evaluation Rating Data in SIRS**. This report will reflect a summary of the data that has been submitted to the Department by Friday of the previous week, and will include the number of outstanding records still in need of submission.

If you believe there has been an error in the data reported to the Department, please check your source data to confirm the data submitted to the Department is the correct data. If an error still exists after confirming your source data, contact your RIC/Big 5 City School District data center through your local data coordinator to confirm that the data submitted to the Department are the correct data before the October 17, 2014 deadline.

After the October 17, 2014 submission deadline, changes for staff evaluation data will be handled through the Level 0 Historical application, available at <http://www.p12.nysed.gov/irs/level0historical/>. More information about the process for submitting changes will be made available after the initial reporting cycle is complete.

Q14: We do not have full and complete data for all of our educators. What data do we submit to the Department for those educators with incomplete subcomponent scores? Should a zero be used for an incomplete subcomponent?

A: Full and complete data, including composite scores, subcomponent scores, and applicable evaluation rating categories are due to the Department no later than **October 17, 2014**.^{11, 12} If for some reason, districts/BOCES have one or more educator(s) who are missing a subcomponent evaluation score, districts/BOCES should **not** report for any missing or incomplete subcomponent(s) and should **not** report an Overall Composite score or rating for those educator(s) who are missing one or more subcomponent score(s). A value of zero should only be reported for an educator's subcomponent score when the evaluation requirements for the subcomponent have been completed and the educator's performance merits a rating of zero.

For comparison purposes and to help determine the initial and approximate completeness of reporting, the Department will utilize the total count of teachers and principals reported as part of the BEDS day Institutional Master File (IMF) data collection to estimate how many educators should have evaluation data. Because IMF data includes educators who are not required to be evaluated under Education Law §3012-c, this data will only be used for the purpose of establishing an estimate of the number of teachers and principals with associated evaluation data.

Q15: Should a Total Composite Effectiveness Score be reported for an educator who is missing a subcomponent?

A: No, districts/BOCES should **not** report an Overall Composite score or rating for those educator(s) who are missing one or more subcomponent score(s).

Q16: If an educator is missing a subcomponent score, should that educator be left out of the data file?

A: No, districts and BOCES must submit all complete data sets for that educator even if there is one or more subcomponent score(s) missing (see Q14 and 15 above). However, an Overall Composite score should not be submitted for an educator who is missing one or more subcomponent score(s).

¹¹ Please see Assistant Commissioner Julia Rafal-Baer's June 10, 2014 memo which can be found on the NYSED website at <http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-deadline-cert-memo.pdf>.

¹² Please see Section C31 of the APPR Guidance which can be found on EngageNY at: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

Q17. How do I report an educator who was subject to evaluation under Education Law §3012-c, but for whom which there are no staff evaluation data? (i.e. missing all three subcomponents)

A. In the rare instance whereby an educator was subject to evaluation under Education Law §3012-c but is missing all three subcomponents (state, local, other), report this information within the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report Form located on the SED Monitoring and Vendor Performance System, available through the NYSED Application Business Portal at <http://portal.nysed.gov>. If you experience issues logging into the portal contact seddas@nysed.mail.gov for assistance.

This reporting will require the following information:

- Educator's Teach ID
- The name of the educator
- A selection from the drop down menu indicating that there was no staff evaluation data reported for this individual

Q18: What if an educator's score is the subject of an ongoing appeal that will not be resolved by October 17, 2014, what data should be submitted? What if we have submitted and certified our data but due to an appeal an educator's score changes after October 17, 2014 and/or October 31, 2014?

A: The data submitted to the Department on October 17, 2014 must be complete data as of that date. The Department understands that as a result of appeals data may still be the subject of change after October 17, 2014 and/or October 31, 2014. Changes for staff evaluation data after this date(s) will be handled through the Level 0 Historical application, available at <http://www.p12.nysed.gov/irs/level0historical/>, for LEAs with approved appeals. More information about the process for submitting changes will be made available after the initial reporting cycle is complete.

Q19: If an educator receives a "safety net calculation" under Governor's Program Bill No. 56 for a rating calculated pursuant to Education Law §3012-c, how is this score and rating submitted?

A: Staff evaluation data submitted at Level 0 for the October 17, 2014 submission **deadline should be in its original form with no safety net calculation applied.**

For the limited number of educators that the safety net calculation applies to, those educators should only be included on the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report. **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.**

For the 2013-14 and 2014-15 school years, the following rules apply:

- Districts/BOCES must calculate all educators' APPR scores and ratings based on their currently approved APPR plan.
- In order for a teacher/principal to be eligible for a safety net calculation, the following must apply:
 1. A teacher/principal must receive an overall rating of either Ineffective or Developing based on their performance on the district's/BOCES' currently approved APPR plan, AND
 2. The teacher's/principal's State Growth subcomponent relies on one or more grades 3-8 ELA/math State assessments aligned to the Common Core, AND/OR
 3. The teacher's/principal's Locally Selected Measures subcomponent relies on one or more grades 3-8 ELA/math State assessments aligned to the Common Core.

For more information about the safety net calculation, please see Section Q and the appendix of the APPR Guidance document, posted on EngageNY at <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

Statement of Confirmation of Staff Evaluation Rating Verification Report Questions

Q20: Where do I find the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report?

A: The **2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report** can be found in the SED Monitoring and Vendor Performance System, available through the NYSED Application Business Portal at <http://portal.nysed.gov>. If you experience issues logging into the portal contact seddas@nysed.mail.gov for assistance.

Q21: How do I submit the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report?

A: The 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report should be submitted electronically through the SED Monitoring and Vendor Performance System, available through the NYSED Application Business Portal at <http://portal.nysed.gov>. If you experience issues logging into the portal contact seddas@nysed.mail.gov for assistance.

Q22: What information needs to be included on the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report?

A: The 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report is an online form that requires districts, BOCES, and applicable charter schools to

provide the following information:

- 1) A statement confirming that the Staff Evaluation Rating Verification Report(s) which were generated using the Level 2 Reporting System have been viewed, including the date on which they were viewed.
- 2) A statement confirming the accuracy of the data reported, or a statement that the accuracy of data reported cannot be confirmed; options are also provided to indicate that scores have been modified and/or that there are teachers subject to evaluation under Education Law §3012-c for whom staff evaluation data has not been submitted.
- 3) A statement confirming that the Testing Transparency Report distributed to the field on July 1, 2014 has been posted to the district/BOCES/charter school's website, or a statement that the Testing Transparency Report has not been posted.
- 4) The name of the district/BOCES/charter school official providing the certifications
- 5) The title of the district/BOCES/charter school official providing the certifications

Additionally, the form includes a section enabling districts/BOCES/charter schools to upload the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report attachment. Please note that an Excel spreadsheet(s) will be provided with the online form to submit educator information as well as revised evaluation scores and ratings. This data must be included in the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report attachment using the provided Excel spreadsheet as the Report form itself does not include space to provide educator information and/or revised evaluation scores and ratings.

Q23: I see there is an option to report educators who received a modified State-provided growth score. Under what circumstances would I report these educators?

A: There may be rare instances where an educator receives a State-provided growth score that can be modified and replaced by a locally-derived growth score. As a reminder, the four reasons a State-provided growth score can be modified and replaced by a locally-derived growth score are as follows:

- 1) A principal has less than 30% of his or her students covered by the State-provided growth measures.¹³
- 2) A teacher has less than 50% of his or her students covered by the State-provided

¹³ Please see Section D17 of APPR Guidance which can be found on EngageNY at: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

growth measure.¹⁴

- 3) A State-provided growth measure may have been provided for an educator who is not subject to Education Law §3012-c or should not have received a score pursuant to Education Law §3012-c, Subpart 30-2 of the Rules of the Board of Regents and /or applicable APPR Guidance.^{15,16}
- 4) Final determination of a local appeal.¹⁷

Q24: I see there is an option to report educators who received a “safety net calculation” under Governor’s Program Bill No. 56 for a rating calculated pursuant to Education Law §3012-c. Under what circumstances would I report these educators?

For the 2013-14 and 2014-15 school years, the following rules apply:

- Districts/BOCES must calculate all educators’ APPR scores and ratings based on their currently approved APPR plan.
- In order for a teacher/principal to be eligible for a safety net calculation, the following must apply:
 1. A teacher/principal must receive an overall rating of either Ineffective or Developing based on their performance on the district’s/BOCES’ currently approved APPR plan, AND
 2. The teacher’s/principal’s State Growth subcomponent relies on one or more grades 3-8 ELA/math State assessments aligned to the Common Core, AND/OR
 3. The teacher’s/principal’s Locally Selected Measures subcomponent relies on one or more grades 3-8 ELA/math State assessments aligned to the Common Core.

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.

Please see Q19 for additional information on how to submit scores and ratings for educators that receive a “safety net calculation.”

¹⁴ Please see Section D20 of APPR Guidance which can be found on EngageNY at: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

¹⁵ Please see all of Section B of APPR Guidance which can be found on EngageNY at: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

¹⁶ Please see generally Sections D1, D54, and D73 of APPR Guidance which can be found on EngageNY at: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

¹⁷ Please see Q14 of the *State-provided Growth Score FAQ* document at: http://www.engageny.org/sites/default/files/resource/attachments/explaining_growth_scores_faq_2012-13.pdf

Q25: Other than receipt of a modified State-provided growth score or a “safety net calculation,” are there other reasons I would list an educator on the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report?

A: Educators who fall into one or more of the following categories should also be listed on the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report:

- Educators for whom evaluation scores were modified subsequent to the final determination of a local appeal.¹⁸
- Educators who were subject to evaluation under Education Law §3012-c, but for whom staff evaluation data was not submitted.

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.

Q26: What needs to be reported if an educator received a modified State-provided growth score, a “safety net calculation,” or a modification in evaluation ratings due to the final determination of a local appeal?

A: For educator(s) with a modified State-provided growth score or evaluation score(s), the Department will make available an Excel spreadsheet attachment with the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report form, located on the SED Monitoring and Vendor Performance System through the NYSED Application Business Portal at <http://portal.nysed.gov>. This attachment requires a district/BOCES/charter to report the educator’s Teach ID, a selection from the drop down menu indicating the reason for the modification of the State-provided growth score or staff evaluation score(s), and the revised score(s) and Overall Composite rating. If you experience issues logging into the portal contact seddas@nysed.mail.gov for assistance.

¹⁸ Please see Q14 of the State-provided Growth Score FAQ document at http://www.engageny.org/sites/default/files/resource/attachments/explaining_growth_scores_faq_2012-13.pdf.