**DID I . . . ?**

**Checklist for Formative Assessment**

* Schedule dates for each of the Formative Assessments that you will be completing.
  + Aim to have all Formative Assessments for teachers on 1-year plans complete by February break.
  + Prioritize any educators whose performance is less than proficient
* Inform teachers in writing, either in an email or a memo.
  + Use the form letter provided by OEE
  + Educators are supposed to submit any artifacts they want you to consider at least 2 weeks prior to the formative, so aim to give them advance notice of at least 4 weeks
    - If this isn’t possible, extend the 2 week deadline for artifacts
* Review evidence and gather more if necessary
  + Aim to have at least 2 observations entered in EDFS
  + Ask educators for artifacts, giving them specific suggestions for documents they have that would help inform your ratings
* Complete and release the Formative Assessment in EDFS
  + The formative consists of rating the educator on progress toward goals and performance in each of the 4 standards, and then making 1 overall rating
  + If the overall rating is different than the previous overall rating, decide if you want to end the current plan and start a new plan
  + See OEE documents for reference:
    - http://educatoreffectiveness.weebly.com/for-administrators.html
* Meet with the educator to discuss the Formative Assessment
  + This meeting is only required for educators who receive overall ratings of Needs Improvement or Unsatisfactory, but encouraged for all educators
  + The meeting should happen within 5 school days of releasing the Formative
* Conduct an observation of at least 30 minutes within 30 school days of any educator who received a rating of Needs Improvement or Unsatisfactory in any standard
  + Log feedback in EDFS within 5 days

*For more information, go to the Office of Educator Effectiveness Website:* http://educatoreffectiveness.weebly.com

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