

Submission of Evaluation Plans: General Questions

Q: Why do I need to submit my evaluation plan to the Indiana Department of Education?

A: Indiana Code 20-28-11.5-8 established the requirement for each school corporation to submit its staff performance evaluation plan to the department.

Q: Why is a coversheet required?

A: The coversheet provides a checklist to ensure all aspects of Indiana Code 20-28-11.5-4(c) are incorporated into a corporation's evaluation plan. It also serves as a reference sheet for teachers, administrators, parents, and other stakeholders to view how each school corporation meets the requirements of the evaluation law.

Q: Which employees does the evaluation plan need to cover?

A: The law requires that school corporations develop a plan for annual evaluations of each certificated employee. Certificated employees are those employees whose contract with the school corporation requires they hold a license from the Indiana Department of Education.

Q: If I am a RISE school corporation, can I simply put RISE in each of the boxes on the coversheet?

A: No. Although RISE was designed to assist school corporations in meeting the requirements of the new evaluation law, there are some local decisions that still need to be made. Furthermore, RISE was developed with teachers in mind and may not always be appropriate for use with other certificated employees. A corporation's evaluation plan must identify how these other certificated employees – that are not evaluated under RISE – will be evaluated.

Q: When I submit my evaluation plan, do I need to attach the RISE Handbook, evaluation rubrics and scoring sheets?

A: No. You may identify applicable page numbers within the RISE documents and refer readers to www.doe.in.gov/evaluations view RISE materials.

Q: I have heard that some corporations have submitted evaluation plans that are hundreds of pages long. Does the department expect such a large plan?

A: No. The department has received plans that address all necessary requirements of the law in as few as 16 pages. In these shorter documents, the bulk of the plan tends to describe the teacher evaluation system, and then they contain appendices explaining modifications made for other certificated employees.

Q: What will the Indiana Department of Education do with the plan that I submit?

A: Indiana Code 20-28-11.5-8 requires the publication of staff performance evaluation plans on the department's website. The IDOE will also review each plan and provide feedback to districts.

Technical Questions

Q: How do I submit my school corporation's evaluation plan?

A: Corporations may submit their plans via accreditation's Legal Standards Online Assurances application through DOE Online. Schools not accredited through the state can send their plans to EEL@doe.in.gov. Charter schools can send their plan to charterevaluation@doe.in.gov. All documents of the evaluation plan must be submitted as one PDF with the coversheet completed.

Q: What should I do if I cannot log into DOE Online to submit my evaluation plan?

A: DOE Online requires each user to have a unique username and password. You will not be able to use your schools four-digit pin to access this system. Each school corporation has one person designated as the DOE Online administrator. That administrator has the ability to create new accounts and reset passwords for anyone having difficulty logging into the system. The person who uploads the file must have corporation administrator as part of their account settings.

Q: How can I merge the coversheet and other evaluation documents into one PDF?

A: If working with Word documents, copying and pasting into one Word document before publishing the document as a PDF should suffice. If you have one or more PDFs that you need to merge, you will need to use one of the following two methods:

If your corporation has purchased the full version of Adobe Acrobat software, you will be able to use this software to merge the PDF documents.

If your corporation only has adobe reader (the free version), you can use freeware to merge PDF files. To merge a PDF file for free online, [click here](#).

Q: What should I do if the system will not allow me to upload my document?

A: The system does not work well with files that have long names or contain extra periods or hyphens. Shorten the name and try again. For example, if your original document was titled "Metropolitanschooldistrictofhickorytownship.2014-15.pdf," simplify the name to MSDHT.pdf and try again. If that doesn't work, the file may be too large.

Q: I have uploaded my school corporation's evaluation plan, but I have since made a few changes.**How do I upload the updated evaluation plan?**

A: Name your document something simple, like "hickory.pdf" and re-upload your document. When you upload a new document it will automatically replace the old document. Please send an email to ELL@doe.in.gov to let us know your new plan has been uploaded.