

**MEMORANDUM**

**TO:** School Corporation Superintendents

**FROM:** Dr. Scott Syverson, Chief Talent Officer

**DATE:** August 3, 2018

**SUBJECT:** Staff Performance Evaluation Plan Submission & Teacher Appreciation Grant

Context:

Legal Standard 12 requires each public school corporation to provide a copy of its entire staff performance evaluation plan to the Indiana Department of Education (IDOE). Furthermore, in accordance with IC 20-28-11.5-8(d), a school corporation must submit its staff performance evaluation plan to the department for approval in order to qualify for any grant funding related to this chapter (i.e., Teacher Appreciation Grant). Staff performance evaluation plans must be submitted via DOE Online by **September 14, 2018**.

Staff Performance Evaluation Plan Cover Sheet:

Please complete the 2018-2019 Coversheet and include it as the first pages within the single document.

Submission:

Evaluation plans for all certificated employees, including teachers and administrators, must be combined into a single document and submitted in PDF file format in DOE Online. Other formats will not upload. For Login/Password assistance, see your district's DOE Online System Administrator <http://www.doe.in.gov/help/doe-online-help/doe-online-system-administrator>. School corporations that have contracts that have not expired and have not been subject to meet the requirements of IC 20-28-11.5-4 must still upload their current plan for Accreditation Legal Standard 12 through the DOE Online. There is a check box on the screen to indicate that you still have a valid contract that precedes the requirement.

Teacher Appreciation Grant:

The Teacher Appreciation Grant policy for SY 18'-19' will be submitted to the Office of Educator Effectiveness through a separate process (from the Staff Performance Evaluation Plan submission). More information is forthcoming.

Questions:

Please contact the Office of Educator Effectiveness at [eel@doe.in.gov](mailto:eel@doe.in.gov) with questions.