

MEMORANDUM

To: Local Education Agency Superintendents

From: Rebecca Estes, Director of Leadership and Innovation

Date: August 1, 2020

Re: Evaluation Requirements for Remote and Hybrid Learning Environments

Background:

This [Evaluation Submission Memo](#) outlines the requirements for each public school corporation to provide a copy of its entire staff performance evaluation plan to the Indiana Department of Education (IDOE) by September 15, 2020. In addition, the previously released [HEA 1002 guidance](#) outlines significant changes to the requirements for completing evaluations for certified employees.

Evaluation Plan Requirements for Remote and Hybrid Learning Environments:

While [evaluation plan submission](#) is required by September 15, districts and charters do not need to re-submit their evaluation plans to IDOE if short-term changes are made to address immediate needs as they navigate through the 2020-2021 school year. For instance, if the district approved plan requires a teacher to receive 6 in-person observations prior to a summative evaluation, but circumstances cause the district to change the requirement to 3 virtual observations; the district does not need to resubmit the temporary change to IDOE after discussing and locally approving those changes that still meet Indiana Code requirements. However, IDOE's Office of Leadership and Innovation is happy to provide feedback for districts making temporary changes to ensure Indiana Code requirements are met.

Training for staff should be provided to ensure clarity of expectations for those conducting evaluations and those being evaluated anytime changes are made to the normal expectations and evaluation processes.

Guidance for Observations and Evaluations in Remote and Hybrid Learning Environments:

IDOE has compiled a list of resources, offered by state and federal agencies, private companies, and non-profit organizations to help school leaders as they make decisions related to evaluation plans based on their local context. Those resources can be found [here](#).

In addition, school leaders are encouraged to register and attend the webinar: *Evaluation Best Practices: Conducting Observations and Evaluations in Remote and Hybrid Learning Environments* on Monday, August 10th from 4:00-5:30 p.m. ET. [Register here](#) by Friday, August 7.

Questions:

If you have any questions, please contact [Rebecca Estes](#), Director of Leadership & Innovation