

- TEI Orientation Training** Teacher received TEI Orientation Training within 15 instructional days from the hire date.  
Training Date: \_\_\_\_\_
- Campus Improvement Plan** Teacher received school goals from Campus Improvement Plan within 15 instructional days from hire date. Share Date: \_\_\_\_\_
- Primary Evaluator** Teacher was assigned and informed of his/her primary evaluator. Date Informed: \_\_\_\_\_
- Goal-Setting Conference** Teacher participated in goal-setting conference with primary evaluator by October 1<sup>st</sup>. SLO and PDP were discussed. *Late hires and employees transferring into teacher positions after October 1<sup>st</sup> participated in a goal-setting conference within 30 instructional days from the hire or transfer date.* Date of Conference: \_\_\_\_\_
- Professional Development Plan (PDP)** Date PDP Approved: \_\_\_\_\_
- Student Learning Objective (SLO)** – *teachers with new assignments are encouraged to complete a new SLO within 30 days*
  - SLO Goal.** SLO goal was approved/scored. Date SLO Approved/Scored: \_\_\_\_\_
  - SLO Accomplishment.** SLO results reviewed/scored. Date SLO Scored: \_\_\_\_\_
- Spot Observations**
  - Total number of annual spot observations determined by effectiveness level:
    - Progressing I, II, and those with no prior effectiveness level: 6 annually
    - Proficient I, new to Dallas ISD but DTR eligible: 4 annually
    - Proficient II and above: 0 required (*spots can still be conducted at the discretion of the evaluator*)
  - Teacher received a minimum of half of the total number of spot observations each semester (pro-rated for late hires, transfers, and employees on leave). *For Proration Guide see Resources page on TEI website.*
    - Number of Spots Conducted: Sem 1: \_\_\_\_\_ Sem 2: \_\_\_\_\_
    - For Progressing I & II teachers: a minimum of 4 spots should be conducted prior to the summative performance evaluation
    - For Proficient I & DTR-Eligible teachers: a minimum of 2 spots should be conducted prior to the summative performance evaluation
  - Written feedback was provided within two working days after each spot observation. (*see DNA Regulation*)
- Extended Observation**
  - The primary evaluator provided a 10-day window in which this observation occurred.  
10-Day Window: \_\_\_\_\_
  - The primary evaluator conducted the extended observation. Observation Date: \_\_\_\_\_
  - Written feedback and a conference occurred within 10 working days of the extended observation.  
Conference Date: \_\_\_\_\_
- Summative Performance Evaluation**
  - The minimum number of spot observations and one extended observation were conducted prior to scoring.  
Number of spot observations conducted prior to summative scoring: \_\_\_\_\_

Teacher Type	Minimum Spots Required	Minimum Spots Prior to Summative Completion
New to District; Progressing I or II	6	4
Proficient I; DTR-Eligible	4	2
Proficient II or Above	0	0

  - Teacher engaged in a conference with his/her primary evaluator in which the performance component score was shared. Conference Date: \_\_\_\_\_
- Distinguished Teacher Review (if applicable)**
  - Summative evaluation completed by December 4<sup>th</sup>, only for those new to DISD in 2018-2019
  - Teacher application and primary evaluator verification completed by deadline.

To the best of my knowledge, the above information is accurate and complete.

\_\_\_\_\_  
Teacher Signature  
  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature  
  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date