Final Evaluation Report – Administrator Checklist
Teacher Evaluation 2014 - 2015

Completing the Final Evaluation Report in MyPGS:

☐ Review Teacher's 2014-2015 Final Evaluation Observation Results

☐ Complete Teacher's Final Evaluation Report (*User Guide in MyPGS*)
   Note*: To complete this step, the evaluator must Sign-Off. In cases of multiple administrators, the Designated Evaluator should Sign-Off on this step.*

☐ Print Final Evaluation Report for Conference in the Sign-Off and Share step

During Final Evaluation Conference:

☐ Sign-Off in MyPGS

☐ Share Evaluation with Teacher in MyPGS

☐ Review hard copy of Final Evaluation Report with teacher

☐ Sign hard copy of the Final Evaluation Report (Teacher and Evaluator)

☐ Have Teacher Login and Sign-Off in MyPGS

After Final Evaluation Conference:

☐ Make comments and upload any attachments in MyPGS in Final Evaluation Conference Notes, Attachments, and Upload Signed Hardcopy

☐ Scan and upload hard copies of the signed Final Evaluation Report and Teacher's Written Response if submitted

☐ Review Teacher's Written Response (if submitted)

☐ Lock Final Evaluation in MyPGS

<u>Issuing a Below Standards Evaluation</u>? (*BSE guidelines*)

TGDC Final Evaluation Resources:

- Administrator User Guide
- Sample Comments for Final Evaluation Report
- Guidelines for Completion and Multiple Evaluator Scenarios
- FAQs for Administrators
- FAQs for Teachers
- Teacher User Guide
- Administrator Training Overview PowerPoint (with commentary)
- Teacher Training Overview PowerPoint (with commentary)
- MyTeam