





# Preparing to complete final evaluation in STAGES

## Login to your STAGES System

There are several items to complete before the final evaluation meeting:

3	Self-Assessment (Teacher)		Completed 09/15/2016	<a href="#">View</a> <a href="#">Report</a>
2	Professional Growth Goals (Teacher Starts)		Last Updated 09/21/2016	<a href="#">Edit</a>
X	Portfolio (Teacher)			<a href="#">Start</a>
***** STUDENT GROWTH GOALS & SCORES *****				
1	Student Growth Goals (Teacher Starts)		Last Updated 09/21/2016	<a href="#">Edit</a>
	Student Growth Goal Scores (Evaluator)			<a href="#">Start</a>
	Mid-Year Review Comments (Principal) (Optional)			<a href="#">Start</a>
***** FORMAL OBSERVATION - IF NEEDED *****				
	Pre-Observation Form (Teacher)			<a href="#">Start</a>
	Observation - Scripting (Principal)			<a href="#">Start</a>
	Post-Observation Reflection (Teacher)			<a href="#">Start</a>
	Post-Observation Meeting (Both)			<a href="#">Start</a>
***** WALK THROUGH OBSERVATIONS *****				
***** Evaluator: The ability to add additional observations will become available once Walk Through #2 has been				
	Walk Through #1 (Principal)		Completed 12/19/2016	<a href="#">View</a>
	Walk Through #2 (Principal)			<a href="#">Start</a>
***** FINAL EVALUATION SUMMARY *****				
	Summative Evaluation (Principal)			<a href="#">Start</a>
	End of Year Scoring (Based on Summative)			<a href="#">Edit</a>
	Final Evaluation Rating (Principal)		<input type="text"/>	<a href="#">Save</a>
	Teacher Final Evaluation Comments (Teacher)			<a href="#">Start</a>

1. In Student Growth Goals, click **Edit**. In the box below, enter your Student Growth scores on the assessment used for evaluative purposes. You may add evidence (**Evaluatee Evidence**) whether your students met the growth goal, or not. Click **Save & Continue**.

Enter your results here (in the Spring):

What proficiency level did you achieve?

Supporting Evidence [Evaluator Evidence](#) [Evaluatee Evidence](#)

2. In Professional Growth Goals, click **Edit**. In the box below, enter your “**Results**” for BOTH Professional Growth goals. You should write a brief reflection about what you learned and how you participated in PD this year. Click **Save & Continue**.

Results

Supporting Evidence [Evaluator Evidence](#) [Evaluatee Evidence](#)

3. Make sure your **Self-Evaluation** is complete.


\*\*\*\*\* **TEACHER INPUT** \*\*\*\*\*

**Teachers: Please complete your Self-Assessment by October 1st.**

Self-Assessment (Teacher)		<b>Completed</b> 09/15/2016	<a href="#">View</a>	<a href="#">Report</a>
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\* Create and upload a document of Significant Accomplishments & Relevant Special Training in the **Professional Responsibilities (section 4:6; 4f: Showing Professionalism)** of the **Portfolio** section.

\* You may add any additional information in the starred areas (or any others).

<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Planning &amp; Preparation</td> <td>The Classroom Environment</td> </tr> <tr> <td>Instruction</td> <td><b>Professional Responsibilities</b></td> </tr> </table>		Planning & Preparation	The Classroom Environment	Instruction	<b>Professional Responsibilities</b>	Rubric	Evaluatee Comments	Evaluatee Evidence
Planning & Preparation	The Classroom Environment							
Instruction	<b>Professional Responsibilities</b>							
4:1	4a: Reflecting on Teaching		Evaluatee Evidence					
4:2	4b: Maintaining Accurate Records		Evaluatee Evidence					
4:3	4c: Communicating with Families		Evaluatee Evidence					
4:4	4d: Participating in a Professional Community	*	Evaluatee Evidence *					
4:5	4e: Growing and Developing Professionally	*	Evaluatee Evidence *					
4:6	4f: Showing Professionalism		Evaluatee Evidence 					

\* Add anything you would like to be considered in any of the 4 domains of the **Portfolio** section.

\*\* **Once you have completed these steps, contact your principal to schedule a final evaluation meeting.**