

2018-19 TEAM Portfolio Guidance

Exemptions, Incompletes, Educators Not Required to Complete Portfolios, Requests for Extensions*

Exemptions

Tennessee statute § 49-1-302 states that the evaluation process shall not apply to teachers who are employed under contracts of duration of 120 days per school year or fewer or who are not employed fulltime. Educators who are employed for 120 days or fewer OR are not employed fulltime should be marked as partial year exemption (PYE) in TNCompass.

An educator who does not qualify for PYE (e.g., returns to work early or leaves work later than planned) and does not submit a portfolio will receive an Incomplete.

Incompletes

Failure to submit a portfolio will result in the teacher receiving an Incomplete. A portfolio will be assigned an Incomplete if any of the four collections are not completed and submitted by the deadline. As a reminder, an Incomplete does not generate a level of overall effectiveness (LOE).

Educators Not Required to Complete Portfolios

There are certain circumstances in which educators are not required to complete a portfolio. These scenarios are:

- Tested teachers: Any teacher who serves as the teacher of record for a tested grade or subject AND who also teaches a portfolio grade or subject is not required to submit a portfolio, and would receive the TVAAS score as the 35 percent measure for his/her LOE. The teacher must be endorsed in the tested grade or subject area to receive the TVAAS score as 35 percent; if they are not endorsed in the tested area, they would be required to complete the portfolio.
- Licensed substitutes/Interim teachers: Any licensed substitutes or interim teachers who are not the teacher of record or are teaching at multiple schools would not be required to complete the portfolio.
- Special education teachers in pre-K, kindergarten, first grade, and second grade are not required to complete the portfolio.

Requests for Extensions

It is required that all portfolio collections are submitted by **May 1, 2019**. Extensions may only be granted in the case of a natural disaster or other such circumstance. Extension requests must be submitted by district leads via Formstack on behalf of the educator and will be reviewed on a rolling basis from **April 1 through May 1, 2019**. Districts will receive an email notifying them of approval status. No extension requests will be considered after the May 1 portfolio submission deadline. Any portfolios submitted after May 1, 2019, that have not received an approved extension request will receive an Incomplete. Approved extension requests will be granted five additional business days to finalize the submission. Any portfolios not completed in that time will receive an Incomplete.

*This document contains the clarifications made on Feb. 26, 2019 in the TEAM Portfolio Guidebook for Administrators and Teachers originally published on Aug. 24, 2018. The full guidebook can be found [here](#).