

Guidelines for Vacating Student Growth Portfolio Scores

Introduction

The Tennessee student growth portfolio model is designed to provide teachers with a classroom-level, authentic, student-centered growth measure. This model not only leads teachers to deeper reflection about their own instructional practices, but can also foster student reflection. It creates an opportunity for teachers to see evidence of their own instruction in student work, and can inform differentiation within a classroom.

Implementation of a student growth portfolio model produces a teacher effectiveness indicator, which is used for the 35 percent student growth portion of the teacher's Level of Overall Effectiveness (LOE).

Vacating a portfolio score permanently removes the score from an educator's evaluation record. The pre-selected school-wide growth score then serves as the student growth measure.

How to Use This Guide

This document contains guidance on vacating a portfolio teacher effectiveness indicator. The process of vacating this score must be initiated at the district level in adherence to local-level grievance procedures and is then coordinated with the Tennessee Department of Education. The vacating process does not take the place of any laws or regulations regarding evaluation policy.

Reasons for Vacating a Score

The portfolio consensus review process provides the framework for scoring a student growth portfolio. In the event that a grievance related to the consensus review process is upheld at the local level, the district may submit a request to the state to have the score vacated.

Process Requirements to Vacate a Score

To proceed with vacating a student growth portfolio score, the district should first contact the office of educator effectiveness at the Tennessee Department of Education via email at Portfolio.Questions@tn.gov with a formal communication on district letterhead requesting that the portfolio score be vacated.

The formal request from the district administrator should include the educator's **name, license number, email address, portfolio model, year, and school**. This request should also include notification of successful local grievance based on reason to vacate.

Once this letter is submitted, the office of educator effectiveness will review all necessary evidence to determine whether the reason for vacating is within proper guidelines. The office of educator effectiveness will then communicate the final decision to the district administrator.

In the case that the portfolio score is vacated, the department will replace the portfolio score in TNCompass with the pre-selected school-wide growth score for the educator.