TO: Evaluation Configurators

SUBJECT: December 2021: Upcoming Evaluation Deadlines

Hello Evaluation Configurators:

Welcome to the December monthly email for evaluation configurators! This monthly communication is designed to highlight key actions for the upcoming month as well as recently released resources. All evaluation updates will continue to be shared in the Commissioner's Update for Directors, the Human Capital Update, and in direct communication to evaluation configurators, portfolio leads, and AGM leads. However, the educator effectiveness team will now publish this monthly communication to provide added reminders and support in meeting the deadlines of the 2021-22 TEAM Evaluation Timeline.

If you have any questions or feedback regarding any of the information contained in this email, please reach out to the appropriate contact listed below.

Key Actions for December and January

Deadline	Action	Owner(s)	Resources	Contact
Dec. 3	Enter all growth and achievement measure selections/scales for 2021-22 into TNCompass.	- Evaluation configurators - Administrators	- Achievement Measure Selection Guidance - Growth Measure Selection Guidance	TEAM.Questions@tn.gov
Dec. 17	Ensure all observations from 2020-21 are finalized and signed with PIN.	- Evaluation configurators - Administrators	- TNCompass User Guide	TEAM.Questions@tn.gov
Jan. 15	Submit request for additional achievement measures and alternative growth measures to portfolios.	- Directors of schools - Evaluation configurators	- Achievement Measure Approval Process	TEAM.Questions@tn.gov

| Jan. 15 | Submit request to pilot observation model not currently state board-

approved. | - Directors of schools

- Evaluation configurators | - [Observation Model Approval Process](#) | TEAM.Questions@tn.gov |
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| Jan. 17 | Complete fall semester teacher and administrator observation entry in TNCompass. | - Administrator evaluators

-Teacher

evaluators | - [TNCompass User Guide](#) | TEAM.Questions@tn.gov |
| Jan. 17 | Identify current partial year exemptions (PYE) and enter in TNCompass. | - Evaluation configurators

- Administrators | - [Partial Year Exemption Guidance](#) | TEAM.Questions@tn.gov |
| Jan. 17 | Ensure portfolio point A submissions are on track. | - District portfolio

leads | - [Portfolio Resources](#) | Portfolio.Questions@tn.gov |

Recently Released Resources

The [TEAM website](#) is undergoing revisions to ensure resources are updated, accurate, and easily accessible. We encourage you to explore the changes, and please share any feedback for improvement via **[this survey](#)**. Responses will be reviewed on a rolling basis.

Below is a brief description of each section of the website.

- **Home Page:** The [home page](#) now links directly to recently released resources, upcoming deadlines from the TEAM evaluation timeline, and archived links to previous monthly emails.
- **Statute and Policy:** This [page](#) highlights the statutes, policies, and rules that govern evaluation in Tennessee. You can also find recent legislative and State Board of Education announcements and resources related to evaluation here.
- **Evaluation:** This [section of pages](#) (including [Teacher Evaluation](#), [Administrator Evaluation](#), and [Instructional Supervisor Evaluation](#)) includes rubrics, guidance documents, and general resources for the implementation of the TEAM evaluation system for varying populations of educators and leaders.
- **Growth**: This [section of pages](#) ([TVAAS](#), [Portfolio](#), and [Alternative Growth Measures](#)) includes implementation guidance and resources for each of the available individual growth measures for educators.

- **Achievement**: This page provides guidance on the available achievement measures, the selection of scales, and the process of mediation.
- **TNCompass:** This page provides access to all user guides that are available in the TNCompass educator management platform as well as the Evaluation Data Management Guide, an overview of evaluation configurators' roles and responsibilities as they relate to TNCompass.
- **Roster Verification:** Formerly titled "Claiming," this page will include all resources related to the upcoming roster verification, or teacher-student claiming, process as they are developed.
- **Training:** This page has been expanded to include registration information about annual TEAM evaluator certification training as well as downloadable professional learning packages for local-level training implementation.

To stay informed regarding all evaluation-related updates, please subscribe to the Human Capital Update. Additionally, all monthly evaluation configurator emails can be found on the TEAM website. To see any of the email from past months, visit the homepage and scroll down to "Monthly Emails".

Thank you for all that you do to support implementation of TEAM!

Best,

TEAM.Questions@tn.gov