Evaluation Tracking Sheet

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: _____

Primary Evaluator—
Name/Title: _____

Supervising Evaluator, if any—Name/Title/Role in evaluation:

_____

School(s): _____

Educator Plan: ☐ Self-Directed Growth Plan ☐ Directed Growth Plan
☐ Developing Educator Plan ☐ Improvement Plan

Plan Duration: ☐ Two-Year ☐ One-Year ☐ Less than a year _____

Evaluation Step	Date(s)	Educator Initials	Evaluator(s) Initials
Self-Assessment received by evaluator			
Educator Plan development completed			
☐ Formative Assessment conference, if any[1] ☐ Formative Evaluation conference, if any [2]			
☐ Formative Assessment Report completed ☐ Formative Evaluation Report completed [3]			
Educator response, if any, received by evaluator[4]			
Summative Evaluation conference, if any			
Summative Evaluation Report completed			
Educator response, if any, received by evaluator			

[1] As per the Massachusetts Model System for Educator Evaluation Contract Language, evaluation conferences are required for ratings of Needs Improvement and Unsatisfactory, but conferences may be requested by either the educator or evaluator for any Educator Plan. The conference may occur before or after the Report is completed; the sequence in the above table does not denote required chronological order.

[2] Formative Evaluation only occurs at the end of the first year of a **two-year Self-Directed Growth Plan**.

[3] The educator's formative evaluation rating at the end of the first year of the two-year cycle shall be the same as the previous summative rating unless evidence demonstrates a significant change in performance. In such a case, the rating on the formative evaluation may change. Assigning ratings is optional during Formative Assessment.

[4] An educator may provide written comments to the evaluator at any time using the Educator Response Form, but 603 CMR 35.06 ensures that educators have an opportunity to respond to the Formative Assessment, Formative Evaluation, and Summative Evaluation in writing.