Observations completed
Teachers stop data collection/implementation for
  o WP/AIP
  o CP
  o SSP/SSIO (Year long or 2nd sem)
  o IPDP/PDPDP
Teachers should prepare for the final evaluation conference, including reflections for Student Perception Survey & HGM, as applicable

Upcoming
5/5 – 5/20
Evaluators complete all ending conferences within this time frame; especially for teachers rated less than Effective.

- Evaluators finalize and lock all relevant components in PDE³
  o Observations/WP
  o CP
  o SSP/SSIO (SY21-22 SSP ratings are: 3 = Effective/Satisfactory or 1 = Ineffective/Unsatisfactory)
  o IPDP/PDPDP
- Evaluator & Teacher should e-sign and date to acknowledge the final effectiveness rating for SY21-22
- Principal must review and discuss final effectiveness rating for teachers rated as Less than Effective no later than 5/20/22
Complex Area EES Leads

- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE³; check for the following for On Cycle Teachers:
  - Pre- and Post-Ob Conferences Time/Date or WP Beginning and Ending Conference Dates
  - Observation Time/Date
  - Observation ratings (not required yet unless Observation Date was conducted prior to March)
  - SSP/SSIO Beginning of Term Conference Date and Approval
  - CP Beginning Conference Date
- Advise School/Office administrators of missing information (e.g. beginning conference dates, SSP/SSIO approvals) for On-Cycle teachers in ad hoc report(s)
- Remind schools of 4/29 deadline for data collection and final observation
- Override only On Cycle teachers’ EES tracks if unable to complete the evaluation (ex. resignation, extended leave, etc.)

School/Office Administrators

- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE³, check for the following for On-Cycle Teachers:
  - Pre- and Post-Ob Conferences Time/Date or WP Beginning and Ending Conference Dates
  - Observation Time/Date
  - Observation ratings (not required yet unless Observation Date was conducted prior to March)
  - SSP/SSIO Beginning of Term Conference Date and Approval
  - CP Beginning Conference Date
- Schedule final observations with teachers (pre-ob and post-ob conferences and observation date/time) as necessary
- Inform EES Lead of On Cycle teachers requiring their EES track to be overridden if unable to complete the evaluation (ex. resignation, extended leave, etc.)

The 2021-2022 EES FAQ and Resources provide guidance on the modifications for EES for this school year.
- All Off-Cycle track teachers should complete an IPDP and Student Perception Survey reflection, as applicable
- On-Cycle track distance learning teachers should complete the AIP-based cycle process
- SSP approval is not required this year, however, it is a required field in PDE³.
- SSP will be rated as either a 3 (Effective/Satisfactory) or 1 (Ineffective/Unsatisfactory) for this school year.
- SSIO will be rated from 4 (Highly Effective) through 1 (Ineffective) using the rubric on p. 36 of the EES Manual or 0 if incomplete

Contact your Complex Area EES Lead (see the DOE intranet – EES page for contact information)
For questions, call the EES Help Desk @ 586-4072