**MEMO: EES Adjustments for SY2021-2022 (October 8, 2021)**

**SY2021-22 EES Manual**
Click on the link
Also located on the hawaiipublicschools.org site

**2021-2022 EES FAQ and Resources**

This is for Single Track; refer to the EES Manual for multitrack schedules

### JANUARY 2022

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**1/7/22**
- Evaluators finalize 1st Sem SSP/SSIO end-of-term rating
- Evaluators finalize 1st Sem **Observation** ratings in PDE³

**1/14/22**
- Evaluators approve mid-term Year-long **SSP/SSIO** in PDE³

**1/21/22**
- **EES Track Movement**: Deadline for moving a teacher from Off Cycle teacher to On Cycle for SY 2021-2022

**Upcoming**

**2/4/22**
- Evaluators approve 2nd Sem SSP/SSIO in PDE³
  - 2/7-4/29: Teachers implement SSP/SSIO
Check your progress by running an Ad Hoc Report in PDE3

Ad Hoc Reports

My Report Templates

Evaluation Forms - Single-Row: SY2021_FINAL

Evaluation Forms - Single-Row: SY2122_ALL

Complex Area EES Leads

- Run People: EES Track ad hoc report in PDE3
  Check for NEW HIRES and:
  - On Cycle: All Probationary teachers (F4), tenured teachers (F1) with No EES Rating or less than Effective rating for SY2020-2021
  - Off Cycle: All tenured teachers with an Effective or Higher rating for SY2020-2021
  - Unable to Complete Evaluation: All Emergency Hires (ex. F5, FW, and non-probationary FTs)
- Inform EES Help Desk of teachers missing in PDE3 or discrepancies in EES tracks
- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE3

School/Office Administrators

- Run People: EES Track ad hoc report in PDE3
  Check for NEW HIRES and
  - On Cycle: All Probationary teachers, tenured teachers with No EES Rating or less than Effective rating for SY2020-2021
  - Off Cycle: All tenured teachers with an Effective or Higher rating for SY2020-2021
  - Unable to Complete Evaluation: All Emergency Hires (ex. F5, FW, and non-probationary FTs)
- Inform Complex Area EES Leads of teachers missing in PDE3 or discrepancies in EES tracks
- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE3

Office of Talent Management (OTM) will be conducting its final Overview Training for Teachers New to EES for this school year!

- January 11 and 13
  From 3:00 – 4:30 pm through Zoom/WebEx. Teacher must attend both days to complete the training.
  Contact your Complex Area EES Lead to add your new teacher to the list!

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