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
  - Observations/WP
  - CP, including Student Perception Survey & HGM reflections (as applicable)
  - SSP/SSIO (SY21-22 SSP ratings are: 3 = Effective/Satisfactory or 1 = Ineffective/Unsatisfactory)
  - 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
- Off Cycle teachers finalize IPDP and Student Perception Survey & HGM reflections (as applicable)

This is for Single Track; refer to the EES Manual for multitrack schedules.
**Complex Area EES Leads**

- Run **Evaluation Forms – Single Row: SY2122_FINAL** ad hoc report in PDE³; check for the following for On Cycle Teachers:
  - Observation(s)/Working Portfolio ratings
  - Core Professionalism rating
  - SSP/SSIO Rating (SSP should be either “1” or “3”)
  - **FINAL RATING** (no **Error Messages**)
  - E-signatures & date (teacher & evaluator)
- Advise School/Office administrators to clear **Error Messages** for On-Cycle teachers
- Remind schools of **5/20** deadline to complete all ending conferences and **principals** to inform teachers rated Less than Effective
- 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_FINAL** ad hoc report in PDE³, check for the following for On-Cycle Teachers:
  - Observation(s)/Working Portfolio ratings
  - Core Professionalism rating
  - SSP/SSIO Rating (SSP should be either “1” or “3”)
  - **FINAL RATING** (no **error messages**)
  - E-signatures & date (teacher & evaluator)
- Clear **Error Messages** in the Final Rating field
- Schedule **final conferences** with teachers no later than **5/20**.
- 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.)

- SSP will be rated as either a 3 (Effective/Satisfactory) or 1 (Ineffective/Unsatisfactory) for this school year.
- Lock all necessary components to generate a Final Rating **before** marking the Summary (Evaluator) “complete”
- All Off-Cycle track teachers finalize IPDP and Student Perception Survey reflection, as applicable
- **12-month teachers** should follow the **Green** Multi-track calendar located in Appendix D, as appropriate, and in agreement with their evaluator (EES Manual, p. 10)

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**Contact your** **Complex Area EES Lead** (see the DOE intranet – EES page for contact information)

For questions, call the EES Help Desk @ 586-4072