

OTES FORMS - Option 1 & 2

OTES Step	OTES Form Name	eTPES Requirement	# Required Questions/Items (indicated with *)	Completion Process	
Optional Self-Assessment	Self-Assessment Summary Tool		0	Private - Teacher completes; <u>viewable by Teacher only</u>	
Step 1: Professional Growth & Improvement Plans	Professional Growth Plan	See footnote*	5	Teacher completes; then evaluator edits and completes	
	Improvement Plan	See footnote*	12	Evaluator completes; then teacher views and completes	
	Improvement Plan: Evaluation of Plan		4	Evaluator completes; then teacher views and completes	
Step 2: Formative Assessment/ Examination of Artifacts	Repeatable Cycle	Pre-conference		0	Teacher completes; then evaluator edits and completes
		Informal Observation	See footnote*	5	Evaluator completes; then teacher views and completes
		Formal Observation/Performance Rubric	Required	4	Evaluator completes; then teacher views and completes
		Post-conference Planning		6	Evaluator completes; teacher <u>cannot view at any time</u>
		Project**		9	Teacher completes; then evaluator edits and completes**
Step 3: Student Growth Measures	SGM Ratings Worksheet	Required	upload bulk data or 1 item required (minimum)	Principal completes; teacher views	
Step 4: Final Summative	Final Summative Rating	Required	1	Principal completes; then teacher views and completes	

* Required by Ohio Revised Code but not required by eTPES to maximize flexibility for users and accommodate multiple observation cycles.

** The board may elect, by adoption of a resolution, to require only one formal observation of a teacher who received an accomplished rating on the previous year's evaluation, provided the teacher completes a project that has been approved by the board (ORC 3319.111 (E) (2)).