

Directions for Closing Evaluations with Exemptions and Changing Rating Carried Forward to Full

Closing Evaluations with Exemptions

Exemptions [in law](#) include:

- The teacher was on leave from the school district for fifty per cent or more of the school year, as calculated by the board.
- The teacher has submitted notice of retirement and that notice has been accepted by the board not later than the first day of December of the school year in which the evaluation is otherwise scheduled to be conducted.
- The board may elect not to conduct an evaluation of a teacher who is participating in the teacher residency program for the year during which that teacher takes, for the first time, at least half of the performance-based assessment prescribed by the state board of education for resident educators.
- In any year that a teacher is not formally evaluated because of receiving a rating of accomplished or skilled on the teacher's most recent evaluation, an individual qualified to evaluate a teacher shall conduct at least one observation of the teacher and hold at least one conference with the teacher. The conference shall include a discussion of progress on the teacher's professional growth plan. (See [the FAQ.](#))

NOTE: If for any reason an educator's evaluation is not completed, the educator will be on the full evaluation cycle the following year. (See [the FAQ.](#))

Directions:

1. In the educator's evaluation, select Settings in the left-hand menu.

The screenshot shows a web interface for an educator's evaluation. At the top, there are navigation tabs: DASHBOARD, DISTRICTS & SCHOOLS, EVALUATIONS, and REPORTS. Below this is the user profile for Tammy Teacher (AB9060387). The left sidebar contains a menu with 'Settings' highlighted. The main content area is titled 'Settings' and includes an 'Evaluation' section with two checkboxes: 'On Improvement Plan' (unchecked) and 'Full Evaluation' (checked). Below this is a 'Close Evaluation' section with a 'Close this evaluation' button. A large blue arrow points to this button from the right side of the page.

2. Select "Close Evaluation". (See arrow above.)
3. Select the closure reason:

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Close Evaluation

Reason
The reason for closure

Comments
Additional comments on the closure

PIN
Your digital signature to confirm action

Select a Closure Reason

- Accepted notice of retirement by Board on or before Dec. 1
- Was on leave for 50% or more of the school year
- Not evaluating due to one-time RESA exemption
- Other Reason

Cancel Close Evaluation

4. Add optional comments if needed.
5. PIN and select “Close Evaluation”. (See arrow above.)

Changing Rating Carried Forward to Full

A school or district retains the option, subject to a collective bargaining agreement, to move a teacher on the less frequent evaluation cycle to a full evaluation cycle, i.e., contract renewal. (See [the FAQ.](#))

Directions:

1. In the educator’s evaluation, select Settings in the left-hand menu.

Tommy Teacher (AB9434663)

2022-2023 2022 OTES Evaluation | huberschool7799 County School District (T94487) | Rating Carried Forward | Online Combination

Overview Settings Attachments

SELF-ASSESSMENT
Assessments

PROFESSIONAL GROWTH
Professional Growth Plan
High-Quality Student Data

EVALUATION
Observation
Final Holistic

View Educator Profile
Request Evaluation PDFs

Settings

Evaluation

On Improvement Plan
Determines if the educator is on an improvement plan for this evaluation

Full Evaluation
Determines if the evaluation should be a full evaluation even though the rating was carried forward

Save Settings

Close Evaluation

Close this evaluation
Closing an evaluation is typically done when an educator leaves or retires during the middle of a school year. Close Evaluation

2. Click the box to the right of “Full Evaluation” and click on “Save Settings”. (See arrow above.)
3. There will be a prompt displayed, “The evaluation was saved successfully”.