

Quick Reference Guide: Educator Evaluation Data Collection

Introduction

ESE collects educator evaluation data on an annual basis. For each educator required to be evaluated, districts will provide the following six data elements:

1. Professional Teacher Status
2. Overall Summative Performance Rating
3. Rating on Standard I
4. Rating on Standard II
5. Rating on Standard III
6. Rating on Standard IV

Educators who must be evaluated include all teachers, principals, superintendents, and any other staff in positions that require a teacher, specialist, professional support personnel, or administrative license.

Individual evaluation data submitted to ESE is confidential and is not subject to disclosure under public

Regulations

“Districts shall provide [ESE] with individual educator evaluation data for each educator in the district...including, but not limited to:

- (a) the educator's performance rating on each standard and overall; and
- (b) the educator... Professional Teacher Status.

[603 CMR 35.10 \(2\)](#)

Required Data	Data Element
Professional Teacher Status (SR 28)	<ul style="list-style-type: none"> ▪ Yes or No ▪ <i>Not Applicable</i>
Overall Summative Rating or Formative Evaluation Rating (SR29)	<ul style="list-style-type: none"> ▪ Exemplary, Proficient, Needs Improvement, or Unsatisfactory ▪ <i>Not Evaluated</i> ▪ <i>Not Applicable</i> ★ Will indicate whether rating is the result of a formative or summative evaluation. ★ Will indicate whether educator was evaluated using teacher or administrator standards.
Evaluation Rating on each of the Standards (I-IV) (SR30-SR33)	<ul style="list-style-type: none"> ▪ Exemplary, Proficient, Needs Improvement, or Unsatisfactory ▪ <i>Not Evaluated</i> ▪ <i>Not Applicable</i> ★ Will indicate whether rating is the result of a formative or summative evaluation. ★ Will indicate whether educator was evaluated using teacher or administrator standards.

records law per [603 CMR 35.10\(3\)](#) and Section 2 of [Chapter 131 of the Acts of 2012](#) (An Act Providing for the Implementation of Education Evaluation Systems in School Districts).

Reporting the Data Elements

ESE collects educator evaluation data through the Education Personnel Information Management System ([EPIMS](#)). Districts submit data for most educators, including all teachers, through the end-of-year collection. Administrator evaluation data may be submitted during the October collection.

The table below shows how districts will report each required data point:

Not Evaluated: Educators in positions/job classifications requiring an ESE license but who were not evaluated.

Not Applicable: (SR28) Educators not in positions that are eligible for PTS. (SR29-35) Educators not required to be evaluated under [603 CMR 35.00](#) and not in a job classification that requires an ESE license.

To offer suggestions, pose questions, or receive updates on ESE's implementation efforts, please email EducatorEvaluation@doe.mass.edu.

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FAQ's

1. Do the regulations protect the confidentiality of data collected for the purpose of educator evaluation beyond the six required data elements?

Yes, for all educators other than the superintendent, the regulations guarantee that any information concerning an educator's formative assessment, formative evaluation or summative evaluation is considered personnel information and is not subject to disclosure under public records law.

2. How is the overall rating related to the ratings on the four standards?

Evaluators make independent judgments when determining ratings on each of the four standards. These ratings are examined along with the educator's progress toward attaining his/her student learning and professional practice goals to determine an overall rating. A teacher must be rated at least Proficient on Standards I and II in order to be rated Proficient or Exemplary overall. [603 CMR 35.08\(4\)](#) An administrator must be rated at least Proficient on Standard I in order to be rated Proficient or Exemplary overall. [603 CMR 35.08\(5\)](#) Some of the most common EPIMS validation errors are related to these minimum threshold rules.

3. How can a district report annual evaluation ratings to ESE for educators on 2-year plan?

Ratings for every educator must be reported annually. For those educators on 2-year plans, "[t]he educator's [formative evaluation] rating for that year shall be assumed to be the same as the previous summative rating unless evidence demonstrates a significant change in performance in which case the rating on Performance Standards may change." [603 CMR 35.06\(5\)\(b\)](#)

4. How do I report evaluation ratings for educators who started mid-year or were on leave for most of the school year?

Every effort should be made to ensure that educators are continually engaged in the 5-step evaluation cycle. If circumstances outside the evaluator's control make it impossible to complete an educator's evaluation, however, that educator should be reported *Not Evaluated*.

Confidentiality of Data

"Any data or information that school districts or the Department or both create, send, or receive in connection with educator evaluation that is evaluative in nature and may be linked to an individual educator, including information concerning an educator's formative assessment or evaluation or summative evaluation or performance rating or the student learning, growth, and achievement data that may be used as part of an individual educator's evaluation, shall be considered personnel information within the meaning of M.G.L. c. 4, § 7(26)(c) and shall not be subject to disclosure under the public records law." [603 CMR 35.10 \(3\)](#)

Learn More About Educator Evaluation Data Collection:

- [Contact your ESE Data Collection Support Specialist](#)
- [Part I: District -Level Planning and Implementation Guide, Appendix F](#)
- [EPIMS Homepage](#)
- [An Act Providing for the Implementation of Education Evaluation in School Districts.](#)

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