Educator Evaluation Reporting in EPIMS – Frequently Asked Questions

*The following questions and answers have been provided to assist districts in the reporting of educator evaluation information via the Education Personnel Information Management System (EPIMS).*

**Q:** Is there a definition of “educator”?

**A:** Anyone who is in a job classification that requires a DESE-issued license is considered an educator.

**Q:** For what job codes do we report educator evaluation data?

**A:** All job classifications requiring educator evaluations are listed in a document on the [EPIMS webpage](https://www.doe.mass.edu/infoservices/data/epims/default.html).

**Q:** If a staff member serves as both a teacher and an administrator, do they need to be evaluated in both positions?

**A:** Individuals serving in both teacher and administrator roles must be evaluated in one of the positions. Determining which position to evaluate is at the discretion of the district.

**Q:** If a district reports a long-term substitute because they have been in a classroom for more than 30 days, are they subject to evaluation? How are long-term substitutes coded if they are licensed teachers but are not evaluated?

**A:** Long-term substitutes should be evaluated if they were employed in the same work assignment for more than 90 consecutive days. If a long-term substitute was employed for more than 90 consecutive days but was not evaluated, code ‘00’. If a long-term substitute was employed for 90 or fewer days, they should be coded ‘99’.

**Q:** Will I get an EPIMS validation error if I report a long-term substitute but do not report evaluation information for them?

**A:** Evaluation data should be submitted for all DESE-licensed employees if they are employed for more than 90 consecutive days.

**Q:** Do I need to report evaluation data for employees who are on leave or who have left the district?

**A:** Yes, evaluation data should be reported for licensed educators who were employed for more than 90 consecutive days at any point in the year.

**Q:** What do I report for OT/PT staff who are not DESE-licensed but were evaluated?

**A:** OT and PT staff evaluations should not be reported if they are not DESE-licensed.

**Q:** What should I report for nurses who are on our teacher contract?

**A:** Evaluation data should be reported as they are DESE-licensed positions.

**Q:** Do charter schools report ‘99’ for all educator evaluation fields?

**A:** If the school is a Commonwealth Charter school, report the evaluation rating fields as ‘99’ (not applicable) unless your evaluation system conforms with educator evaluation regulations.

**Q:** Do collaboratives have to submit educator evaluation data?

**A:** No, collaboratives are not required to submit educator evaluation data. However, if a collaborative uses an evaluation system that conforms to DESE regulations, they can submit the data.