

2011-2012 SAEA EVALUATION CHECKLIST

NAME:	Home or Cell Phone Number:	Personal Email Address:
SITE:		
ACTION		DATE
Did you submit your Standards for Evaluation within 25 days after the students began classes?	2011-12: on or before 9/28/11	Date you submitted Standards: _____, 2011
Did you receive in-service training this past year in the California Standards for the Teaching Profession, the evaluation process, and given a copy of the District/Association approved rubric?	Yes No	Date you received CSTP in-service: _____, 2011
IF YOU WERE DISPLACED TO A NEW GRADE LEVEL OR SUBJECT MATTER, SAEA recommends you submit a letter to your administrator listing constraints to you receiving below standard evaluation (i.e. rotating grade level curriculum, subject matter taught in ___# years, class size great than ____, etc).		Date you were given copy of the District/Association approved rubric: _____, 2011
Did you meet with your evaluator within 15 days of submitting your Standards?	2011-12: on or before 10/19/11 Yes No	Date you met with your evaluator: _____, 2011
Did you submit a letter of constraints to you evaluator?	Yes No	Date submitted: _____
Did you and your evaluator agree to the Standards to be evaluated?	2011-12: on or before 10/19/11 Yes No	Date of your agreement: _____, 2011
Did you and your evaluator meet to discuss the Standards to be observed before each observation? (PLAS all standards for 2011-12.)	Yes No	
Did you agree on two dates for the formal observations?	2011-12: on or before 10/19/11 Yes No	Date 1: _____ Date 2: _____
Did you get a report of your 1st formal observation within 5 days of the formal observation?	Yes No	Date of 1st observation: _____ Date of written report: _____
Did you have a post observation conference within 10 days following the 1st observation?	Yes No	Date of 1st conference: _____
Did you get a report of your 2nd formal observation within 5 days of the formal observation?	Yes No	Date of 2nd observation: _____ Date of written report: _____
Did you have a post observation conference within 10 days following the 2nd observation?	Yes No	Date of 2nd conference: _____
Did you get a copy of your formal evaluation 30 days prior to the end of the school year?	2011-12: on or before 5/3/12	YES NO
Did you sign your formal evaluation?	2011-12: on or before 5/17/12	YES NO