

## 2010-2011 SAEA EVALUATION CHECKLIST

<b>NAME:</b>	<b>Home or Cell Phone Number:</b>	<b>Personal Email Address:</b>
<b>SITE:</b>		
<b>ACTION</b>		<b>DATE</b>
Did you submit your Standards for Evaluation within 25 days after the students began classes?	2010-11: on or before 10/1/10	Date you submitted Standards: _____, 2010
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: _____, 2010
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: _____, 2010
Did you meet with your evaluator within 15 days of submitting your Standards?	2010-11: on or before 10/22/10 Yes                      No	Date you met with your evaluator: _____, 2010
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?	2010-11: on or before 10/22/10 Yes                      No	Date of your agreement: _____, 2010
Did you and your evaluator meet to discuss the Standards to be observed before each observation? (PLAS all standards for 2010-11.)	Yes                      No	
Did you agree on two dates for the formal observations?	2010-11: on or before 10/22/10 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?	2010-11: on or before 5/9/11	YES                      NO
Did you sign your formal evaluation?	2010-11: on or before 5/23/11	YES                      NO