

Staff Evaluation Tips

Select the Prior School Year

NYS-Level 0
New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Laura Caulin (lcaulin). Current Password Expires on 3/18/2024
Current # of users logged on: **15** [View All Users](#) [View/Update My Profile Info](#)

Current school year not selected.

District: NY [redacted] School Year: **School Year Ending Prior SY**

L2RPT Reports Nassau BOCES State Reporting SEDREF SIRS Manual Vendors templates
LOhistorical Non-Public Schools Resources

Welcome to Level 0!

Annotations:

- Make sure you are looking at **last** school year!
- Because Staff Evaluations have an October due date. Most of the time you are entering teacher evaluations for the prior school year.

Staff Evaluation Tips

Check the L0 Dashboard

Click on the red number to see any errors

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Info Cnt:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Staff Evaluation	0	20	319	0	--	2	--	--	
REQSP	0	0	113	①	2023-10-03 9:05:27 AM	--	2023-10-03 9:05:27 AM	None	--
REQOB	0	1	94	②	2023-10-03 9:05:27 AM	--	2023-10-03 9:05:27 AM	None	--
OCR	0	19	112	③	2023-10-03 9:05:27 AM	--	2023-10-03 9:05:27 AM	None	--

Legend:

1. Number of student performance subcomponent scores
2. Number of teacher observation subcomponent scores
3. Number of overall ratings

Staff Evaluation Tips

Run the Staff Evaluation Report for Teachers (Staff Snap Eval Count)

[illegible]

Staff Evaluation Tips

Run the Staff Evaluation Report for Principals

Help Your
HR Verify

Check the principals who don't have a 3 for Total Cnt: They are missing something. Missing can be OK. Just check to make sure it's true. (HR must verify)

☐ Dist. Import Errors (Error Rpt #1)
☐ Dist(s) Summary
☒ Staff Soap-Eval Count
☐ Dist. Upload Log D

☐ Lock History
☐ Unlock History
☐ Eval. Type Breakdown
☐ View Verif. Errors

Staff with evaluation counts for district - NY280506

Staff ID:	Last Name:	First Name:	Total Cnt:	Valid Cnt:	Import Errors:	Verify Errors:	Staff Location:	Staff ID Title:	Second Title:	Itinerant
			3	3	0	0		A	PRINCIPAL	
			3	3	0	0		I	PRINCIPAL	
			3	3	0	0		A	PRINCIPAL	
			0	0	0	0		I	PRINCIPAL	
			0	0	0	0		I	PRINCIPAL	
			3	3	0	0		A	TEACHER	
			3	3	0	0		A	TEACHER	
			3	3	0	0		A	TEACHER	
			3	3	0	0		A	TEACHER	

Staff Evaluation Tips

Example Teacher Record

Current Staff: [Redacted] Record Status: Last Update: By:

Staff Evaluation Manual Entry:
*denotes a required field

Back to Eval Count Rpt

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): [Redacted] *Evaluation Type: [Redacted] *Criteria Code: [Redacted]

Criteria Rating Points: [Redacted] *Criteria Rating Code: [Redacted] *Reporting Date: [Redacted] *Evaluation Group Code: [Redacted]

Import Validation Messages:

Verification Messages Exist. Click **Display** to view.

Delete Record **Validate & Save** Curr. Staff / Add New Clear

Staff Evaluation Records:

Status:	Staff ID:	Criteria Code:	Rating Points:	Rating Code:	Reporting Date:
View Valid	[Redacted]	REQSP :: Required student performance subcomponent score	15	NA	2023-06-30
View Valid	[Redacted]	OCR03 :: Overall rating - Effective		NA	2023-06-30

Verification Messages:

Note: These verification errors will not be refreshed until the verification checks are run for the entire district.

Verification Message:
SE7962: OCR (Overall Rating) must have an REQSP (Required Student Performance) or an OPTSP (Optional Student Performance) and an REQOB (Required Observation/School Visit) subcomponent score

L2RPT: SIRS-331

SIRS-331

Staff Evaluation Rating Verification Report

This report shows staff eval data for each teacher and principal who is subject to evaluation under Ed Law §3012-d and Education Law §3012-e.

NOTE: Run this report as an excel file and send to HR to verify.

Team content / L2RPT - Level 2 Reports / Staff

☐ Name

- ☐ SIRS-317 Staff Evaluation Rating Verification Report (SY 2011-12 to 2014-15)
- ☐ SIRS-318 Staff Assignment Verification Report
- ☐ SIRS-320 Staff Snapshot Verification Report
- ☐ SIRS-322 Staff Tenure Verification Report
- ☐ SIRS-324 Staff Attendance Summary Report
- ☐ SIRS-325 Staff Evaluation Rating Verification Report (SY 2015-16 to 2016-17)
- ☐ SIRS-326 Staff Evaluation Rating Verification Report (SY 2017-18 to 2018-19)
- ☐ SIRS-328 Staff Out of Certification Verification Report
- ☐ SIRS-329 Staff Certification Report
- ☐ SIRS-331 Staff Evaluation Rating Verification Report

SIRS-331 Staff Evaluation Rating Verification Report

Run the Report

School Year: ①
 Charter School or District: ②

1. Select the year
2. Click Finish
3. Click the number in column b to "drill down?"

Data Refresh Date: Sep 30, 2024
 Education Law 3012-d

Row Number	-a-	Count -b-	Rating -c-
1	Total Number of Educators Reported in Staff Evaluation Rating Table in SIRS	392	
2	Total Number of Educators Reported with Required Student Performance Subcomponent (0 to 20)	392	
5	Total Number of Educators Reported with Required Teacher Observation/Principal School Visit Subcomponent (0.00 or 1.00 to 4.00)	392	
8	Total Number of Educators Reported with Overall Rating	392	
10	Educators Reported with Overall Rating	263	Highly Effective
11	Educators Reported with Overall Rating	129	Effective

SIRS-331 Staff Evaluation Rating Verification Report

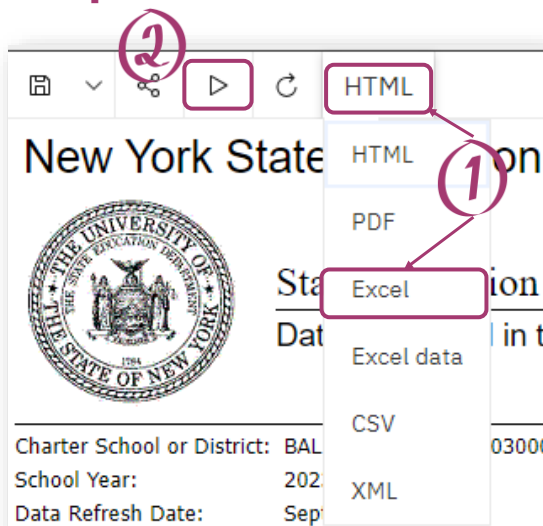
View the Report in L2RPT

Data Refresh Date: September 30, 2024
 Education Law 3012-d
 Selected: Total Number of Educators Reported in Staff Evaluation Rating Table in SIRS -

Educator Name a	Staff ID b	Required Student Performance subcomponent (0-20) c score	Optional Student Performance subcomponent (0-20) d score	Required Teacher Observation/Principal School Visit subcomponent (0.00 or 1.00 to 4.00) e score	Optional Teacher Observation/Principal School Visit subcomponent (1.00 to 4.00) f score	Overall Rating g rating
	8975	17		3.33		Effective
	4514	19		3.95		Highly Effective
	5715	17		3.47		Effective
	2556	17		2.97		Effective
	8018	17		3.78		Highly Effective
	8167	17		3.16		Effective
	0635	17		4		Highly Effective
	6294	17		4		Highly Effective
	9712	17		4		Highly Effective
	4010	17		3.65		Highly Effective
	6401	15		3.61		Highly Effective
	3575	17		3.95		Highly Effective
	4883	17		3.62		Highly Effective
	3766	17		3.51		Highly Effective
	0048	17		3.54		Highly Effective
	5936	17		3.8		Highly Effective
	8507	14		3.39		Effective
	9477	17		4		Highly Effective
	8334	15		3.88		Highly Effective
	2801	17		3.55		Highly Effective

SIRS-331 Staff Evaluation Rating Verification Report

Run the Report



1. Select your output format
2. Click Run to download
3. **Send the report to HR to verify**