



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO Human Resource Directors  
Charter School Directors

FROM Rebecca B. Garland   
Chief Academic Officer

## REMINDER ON COMPLETION OF SUMMARY RATING FORMS IN NC EDUCATOR EVALUATION SYSTEM

As we all prepare for a successful close to the 2012-13 school year, please remember that summary rating forms for teachers and school administrators must be complete in the online NC Educator Evaluation System by June 30, 2013. Please note that the evaluator and the teacher or school administrator being evaluated must sign the summary rating form. An educator's signature on his or her summary rating form does not signify that he or she agrees with the final ratings, simply that he or she has seen the completed form.

Please remind your evaluators of the process for selecting final ratings on Standards 1 – 5 of the NC Teacher Evaluation Process. At the end of the school year, the principal should review all completed observation rubrics, any artifacts submitted, and other evidence of a teacher's performance on the rubric. When selecting the final rating for a Standard, the principal is not required to select the lowest rating for any of the constituent elements as the final rating for the Standard. For example, a principal is not required to give a rating of "proficient" on Standard 1 to a teacher who has earned ratings of "proficient" on elements 1d and 1e, and ratings of "accomplished" on elements 1a, 1b, and 1c. Page 35 of the Teacher Evaluation Process Manual has more information about the completion of the summary rating form.

If you have any questions on the completion of the summary rating forms, please contact Robert Sox, Professional Development Leadership Coordinator at (919) 807-3348 or [Robert.Sox@dpi.nc.gov](mailto:Robert.Sox@dpi.nc.gov) or Kimberly Simmons, NC Educator Evaluation System Consultant at (828) 406-9237 or [Kimberly.Simmons@dpi.nc.gov](mailto:Kimberly.Simmons@dpi.nc.gov).

RBG/jp

c: Dr. Lynne Johnson, Director of Educator Effectiveness

### ACADEMIC SERVICES AND INSTRUCTIONAL SUPPORT

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