Monthly Evidence Checklist for Educator Evaluation

March

- **Review Control factors – have you had a lot of students move in or out, especially right before CMTs or CAPT or the practice Smarter Balance Assessments? Let your evaluator know!**

- **Collect evidence to support focus area(s), goals, and objectives and upload to data management system, such as:**
  - PD activities in which you have participated
  - Student work
  - Notes re: your observations of student progress or challenges

- **Have you had any in-class observations? (Make note of the following)**
  
  **If INFORMAL:**
  - How long was administrator there?
  - How many evaluators were there at once?
  - Did you get verbal or written feedback?
  - How long after the observation did you receive feedback?

  **If FORMAL: Same questions from formal, plus:**
  - Was there a pre-conference?
  - If you had a face-to-face post-conference, how long did it last?