



## MEMORANDUM

**TO:** School Corporation Superintendents

**FROM:** Rebecca Estes, Director of Leadership and Innovation

**DATE:** July 9, 2021

**SUBJECT:** Staff Performance Evaluation Plan Submission for SY 21-22

### **Context:**

Legal Standard 12 requires each public school corporation to provide a copy of its staff performance evaluation plan to the Indiana Department of Education (IDOE). Furthermore, in accordance with IC 20-28-11.5-8(d), a school corporation must submit its staff performance evaluation plan to IDOE for approval in order to qualify for any grant funding related to this chapter (i.e., Teacher Appreciation Grant). Staff performance evaluation plans must be submitted via DOE Online by **Friday, September 17**.

### **Staff Performance Evaluation Plan Cover Sheet:**

Please complete the [2021-2022 Staff Performance Evaluation Plan Cover Sheet](#) and include it as the first pages within the single document.

### **Submission:**

Evaluation plans for all certificated employees, including teachers and administrators, must be combined into a single document and submitted in PDF file format via DOE Online. Other formats will not upload. For login/password assistance, see your district's DOE Online System Administrator.

Please contact [Rebecca Estes](#) with questions.