## Annual Evaluation Review Checklist for Evaluators

This document is intended to be used as a checklist to support evaluators with submitting the required documents for the State-Mandated Annual Evaluation Review.

<table>
<thead>
<tr>
<th>Required Component for the Annual Evaluation Review</th>
<th>Required Evidence</th>
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| At least two (2) documented observations of the staff member's professional practice, the first of which must be completed before January 1st | • Evidence of the first observation before January 1st  
  ○ Include documentation of first observation with the date  
  • Evidence of the second observation  
  ○ Include documentation of the second observation  
  *(Identifying student information shall be redacted by the Evaluator)* |
| At least **one (1)** additional measure of professional practice, which may be based on student input, parent/guardian input, or a portfolio | Evidence of **ONE** of the following:  
  • Student Input  
    ○ Include data to verify survey results.  
  • Parent/Guardian Input  
    ○ Include data to verify survey results.  
  • Portfolio  
    ○ Include a collection of artifacts to verify portfolio.  
  *(Identifying student information shall be redacted by the Evaluator)* |
| At least one (1) measure of student achievement and/or indicator of student success (as defined by Idaho Code § 33-1001 and appropriate to the staff member’s position) | • Evidence of student achievement and/or indicator of student success  
  ○ Include data to verify student achievement and/or indicator of student success results.  
  *(Identifying student information shall be redacted by the Evaluator)* |
| At least one (1) summative evaluation completed before June 1st (as defined by Idaho Code § 33-514), which must be aligned to the applicable professional standards and based on a combination of the items above | • Evidence of a summative evaluation completed no later than June 1st with alignment to the applicable professional standards and based on a combination of the items above with all 22 components rated.  
  ○ Include documentation of the summative evaluation with the date and all 22 components rated.  
  *Note: Weighted Summative Evaluations: Indicate how the weighted summative evaluation aligns with the IPLP and reasoning for weighting.  
  *(Identifying student information shall be redacted by the Evaluator)* |