



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** School Superintendents

**FROM:** Jeffrey Botteron, Director, Educator Effectiveness and Leadership

**SUBJECT:** Public Law 90 Evaluation Plan Submission<sup>1</sup>

**DATE:** August 10, 2012

Indiana Code 20-28-11.5-8(d) requires that each school corporation submit its staff performance evaluation plan to the Indiana Department of Education (IDOE). Please reference our [legislative guidance document](#) for information on the requirements of an evaluation plan. Corporations may submit their plans via accreditation's Legal Standards Online Assurances application that will be available through DOE Online (IC 20-31-4-6(4)). The deadline for submitting the plans is September 15, 2012. The plans will be posted on the IDOE webpage.

In order to increase the accessibility and utility for teachers, administrators, parents, and other stakeholders wishing to view the posted evaluation plans, the Office of Educator Effectiveness and Leadership (EEL) requests that school corporations fill out and attach a common cover sheet to the front of their plans for submission. These sheets will serve as a common point of reference for the required components of performance evaluation plans for each school corporation, as defined in [Indiana Code 20-28-11.5](#). The cover sheet can be found [here](#). The IDOE will not be "approving" plans using this document. The responsibility of the IDOE is to collect evaluation plans and post them online for public viewing.

The whole document, including the cover sheet, needs to be combined into one PDF prior to submission for Legal Standard 12. School corporations will only be able to upload **one** document.

Entities not pursuing accreditation through the state Legal Standards, but still needing to submit an evaluation plan (ex: a school created by an interlocal agreement; a special education cooperative; and a joint career and technical program) may submit their plans via the EEL email address at [eel@doe.in.gov](mailto:eel@doe.in.gov). IDOE requests that those entities also complete and attach the cover sheet discussed in this memo to their evaluation plans, combine the documents into one PDF, and send them in on or before the deadline of September 15, 2012.

For questions regarding the evaluations plan, please contact the EEL office at [eel@doe.in.gov](mailto:eel@doe.in.gov). For technical questions, please contact George Frampton at [gframpton@doe.in.gov](mailto:gframpton@doe.in.gov). Thank you.

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<sup>1</sup> This memorandum relates solely to the requirement in IC 20-28-11.5-8(d) that school corporations submit their evaluation plans to the IDOE for publication on the IDOE website. Nothing in this document should be interpreted as a request for a compliance review under IC 20-28-11.5-8(c).