



Submission of Evaluation Plans Frequently Asked Questions

Number	Question	Answer
1	Why do I need to submit my evaluation plan to the Indiana Department of Education (IDOE)?	Indiana Code 20-28-11.5-8 established the requirement for each school corporation to submit its staff performance evaluation plan to the department.
2	Why is a cover sheet required?	The cover sheet provides a checklist to ensure all aspects of Indiana Code 20-28-11.5-4(c) are incorporated into a corporation's evaluation plan. It also serves as a reference sheet for teachers, administrators, parents, and other stakeholders to view how each school corporation meets the requirements of the evaluation law.
3	Which employees does the evaluation plan need to cover?	The law requires that school corporations develop a plan for annual evaluations of each certificated employee. Certificated employees are those employees whose contract with the school corporation requires they hold a license from the Indiana Department of Education.
4	If I am a RISE school corporation, can I simply put RISE in each of the boxes on the cover sheet?	No. Although RISE was designed to assist school corporations in meeting the requirements of the new evaluation law, there are some local decisions that still need to be made. Furthermore, RISE was developed with teachers in mind and may not always be appropriate for use with other certificated employees. A corporation's evaluation plan must identify how these other certificated employees – that are not evaluated under RISE – will be evaluated.
5	When I submit my evaluation plan, do I need to attach the RISE Handbook, evaluation rubrics and scoring sheets?	No. You may identify applicable page numbers within the RISE documents and refer readers to https://www.in.gov/doe/educators/educator-evaluations/ to view RISE materials.
6	I have heard that some corporations have submitted evaluation plans that are hundreds of pages long. Does IDOE expect such a large plan?	No. IDOE has received plans that address all necessary requirements of the law in as few as 16 pages. In these shorter documents, the bulk of the plan tends to describe the teacher evaluation system, and then they contain appendices explaining modifications made for other certificated employees.
7	What will IDOE do with the plan that I submit?	Indiana Code 20-28-11.5-8 requires the publication of staff performance evaluation plans on the department's website. IDOE will also review each plan and provide feedback to districts.



Technical Questions		
1	How do I submit my school corporation's evaluation plan?	Evaluation plans for all certificated employees, including teachers and administrators, must be combined into a single document and submitted in PDF file format via JotForm . Other formats will not upload.
2	I have uploaded my school corporation's evaluation plan, but I have since made a few changes. How do I upload the updated evaluation plan?	Name your document something simple, like "hickory.pdf" and re-upload your document. Please send an email to ELL@doe.in.gov to let us know your new plan has been uploaded.

For additional information, please email [Dr. Rebecca Estes](#), Senior Director of Educator Talent.