

2015-16 Educator Evaluation and Support Plan (EESP) Procedures for Submission

*As LEAs prepare for submission of their 2015-16 Educator Evaluation and Support Plans, they should work with their Professional Development and Evaluation Committees (PDEC) to review their 2014-15 plan to determine areas for refinement or revision. To provide LEAs with the time to prepare their plans for submission and for timely review by the CSDE, we are offering a window for submission from **March 18, 2015, to May 15, 2015.***

**PLAN SUBMISSION [LINK IS NOW OPEN](#)
CLOSES: MAY 15, 2015**

PREPARING FOR PLAN SUBMISSION:

Similar to the 2014-15 submission process, Educator Evaluation and Support Plans (EESP) will be submitted by filling out an online checklist. **A new feature for the 2015-16 submission process includes a secure server file upload to the Connecticut State Department of Education (CSDE) data collection portal website.** The CSDE's portal website uses individualized security (each user has his/her own set of credentials) and houses the CSDE's newer applications (e.g. EDS). As the CSDE is moving all data collections into the portal website, 2015-16 Educator Evaluation and Support Plans must be submitted through a file upload on a secure server located on the CSDE's portal website. **Email submissions to the SEED mailbox will no longer be accepted.**

The CSDE's Portal Applications website uses individualized accounts; therefore, each user will only need one username and password to access the site. Each user will have specific roles assigned for access to different applications. When a user logs into the Portal Applications website, he/she will only have access to the applications where he/she has been assigned roles. Upon completing the checklist, the user will be redirected to upload the 2015-16 Educator Evaluation and Support Plan to the portal using a new EESP application. Presently, the following applications collect data through the portal:

- Directory Manager (DM) application
- Educator Data System (EDS)
- Educator Evaluation Data Collection (EEDC)
- Teacher-Course-Student (TCS)
- **Educator Evaluation and Support Plan (EESP) - New for 2015-16**

EXISTING USER ACCOUNTS:

The LEA Security Manager is the person responsible for creating and maintaining user accounts and their roles for all CSDE Portal Applications. These functions are performed through the Directory Manager (DM) application mentioned above.

If the individual submitting the 2015-16 Educator Evaluation and Support Plan already has a portal account in DM, he/she will use his/her existing username/password to submit and upload the 2015-16 Educator Evaluation and Support Plan.

Existing users will need an additional role added—"EESP LEA Writer"—and they should make this request to their LEA Security Manager **prior to** submission of the LEA's 2015-16 Educator Evaluation and Support Plan.

NEW USER ACCOUNTS:

If an individual is **new to the Directory Manager**, the LEA Security Manager in his/her district can create an account and assign the appropriate role—"EESP LEA Writer"—in this case. When an account is created, the new user will receive an email with a unique username and follow up email with a temporary password and a link to the Portal.

PLEASE NOTE: It is essential that usernames and passwords NOT be shared, as each is unique to the assigned individual. The CSDE reserves the right to deactivate accounts and/or remove roles if it believes the account has been used by anyone other than the assigned account holder.

STEPS FOR UPLOADING 2015-16 EDUCATOR EVALUATION AND SUPPORT PLANS:

1. **Confirm** with your LEA Security Manager that the individual who will be submitting the 2015-16 Educator Evaluation and Support Plan has a user account for CSDE Portal Applications. If the individual has an account, the Security Manager will provide the role assignment for the “EESP LEA Writer” application. If the individual does not have an account, **see page 1 under “New User Accounts.”**
2. **Review** and finalize the 2015-16 Educator Evaluation and Support Plan, **including changes and refinements.**
3. **Highlight** any substantive changes to the 2015-16 Educator Evaluation and Support Plan document **prior to** uploading any files.
4. **Label** the LEA plan document—“{NAME OF LEA/DISTRICT} Evaluation and Support Plan 2015-16”
(e.g., “*Hartford Evaluation and Support Plan 2015-16*”).
5. **Access** the 2015-16 [Educator Evaluation and Support Plan Submission Checklist](#) link.
6. **Complete** the introductory questions to the checklist and optional monitoring questionnaire.
7. **Upon completing the online checklist, select “SUBMIT AND GO TO FILE UPLOAD.”** This action will redirect you to the CSDE portal to complete the final step in the 2015-16 Educator Evaluation and Support Plan submission process by uploading your LEA plan.
(Please Do Not send Educator Evaluation and Support documents through email to the SEED mailbox.)
8. **Upload both the Teacher and Administrator plans at the same time.**
9. **Contact** the CSDE Talent Office, Bureau of Educator Effectiveness and Professional Learning, with any questions or concerns (see below).

CSDE Talent Office, Bureau of Educator Effectiveness and Professional Learning

CONTACT INFORMATION:

<u>RESC REGION</u>	<u>CONSULTANT</u>	<u>E-MAIL</u>	<u>PHONE</u>
ACES	Claudine Primack OR	claudine.primack@ct.gov	860-713-6826
EASTCONN	Kimberly Audet	kimberly.audet@ct.gov	860-713-6829
CREC	Kim Wachtelhausen OR	kim.wachtelhausen@ct.gov	860-713-6841
CES	Teresa Boyd-Cowles	teresa.boyd@ct.gov	860-713-6842
EDUCATION CONNECTION	Sharon Fuller	sharon.fuller@ct.gov	860-713-6814
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