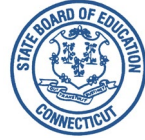




STATE OF CONNECTICUT  
STATE BOARD OF EDUCATION



TO: Superintendents of Schools  
Superintendents of Unified School Districts  
Directors of Public Charter Schools  
Directors of Approved Private Special Education Programs  
Executive Directors of Regional Educational Service Centers

FROM: Charlene M. Russell-Tucker, Commissioner of Education

DATE: June 2, 2025

SUBJECT: Leader and Educator Evaluation and Support Plan (ESP) Submission for the 2025-26 School Year

**ESP Checklist for 2025-26**

For the 2025-26 school year, each Local Education Agency (LEA) is required to complete and submit an online checklist to confirm continued use of the most recent Connecticut State Department of Education (CSDE)-approved Evaluation and Support Plan (ESP), or to indicate an amendment request for one or more ESP components, aligned with the [Connecticut Guidelines for Educator and Leader Evaluation and Support 2023](#) (CT Guidelines 2023). **Each LEA must complete the [ESP checklist](#) to indicate which of the following options is their intent for the 2025-26 school year by August 1, 2025:**

- Continue to implement the most recent CSDE-approved ESP; or
- Request an amendment to the most recent CSDE-approved ESP.

As LEAs prepare to submit the 2025-26 ESP Checklist, LEA leaders, educators, and their Professional Development and Evaluation Committee (PDEC) should review their most recent CSDE-approved ESP to determine if there are areas for refinement or improvement. Proposed amendments to district plans must align with the CT Guidelines 2023 and be submitted to and approved by the CSDE prior to implementation.

Note: Section 10-151b of the Connecticut General Statutes requires:

- Participation of the PDEC in the development and updating of LEA Leader and Educator Evaluation and Support Plans; and
- Adoption of the CSDE-approved plan by the local or regional board of education prior to LEA implementation.

All CSDE-approved ESPs are available on the CSDE Talent Office webpage:

- [CSDE-approved Evaluation and Support Plans](#)

**ESP Amendment Request Process**

ESP amendment requests, as part of the [ESP Checklist](#) submission, must be submitted by **August 1, 2025**.

To ensure timely review of ESP amendment requests by the CSDE, please consider the following:

- Review the [CT Guidelines 2023](#) to ensure alignment with the non-negotiables.
- [The Connecticut Leader and Educator Evaluation and Support Plans 2024](#) (CT Model Plans 2024) have been updated as of April 2025 to address technical edits. This version of the CT Model Plans 2024 includes highlights of these edits you can apply to your LEA's Plan, if based on the CT Model Plans 2024.
- Contact the CSDE consultant assigned to your region, if needed, to discuss questions from your PDEC:
  - Sharon M. S. Fuller: [sharon.fuller@ct.gov](mailto:sharon.fuller@ct.gov) – CES, EdAdvance, LEARN, CSDE-Approved Private Special Education Programs (APSEPs)
  - Dr. Jessica G. Ocasio: [jessica.g.ocasio@ct.gov](mailto:jessica.g.ocasio@ct.gov) - ACES, CREC, EASTCONN

The CSDE will provide a letter of approval or feedback responses within three weeks of submission.

**Please note:**

- The reporting of data regarding the status of teacher evaluations and the implementation of the teacher evaluation and support program was not required for the 2022-23 and 2023-24 school years as LEAs worked to develop ESPs aligned to the CT Guidelines 2023, which no longer require summative ratings.
- The data reporting will resume for the 2024-25 school year via an additional component for LEAs to complete in the [ESP Checklist](#) for the 2025-26 school year. Pursuant to Section 10-151b of the C.G.S., the Superintendent shall report:
  - the status of teacher evaluations to the local or regional board of education on or before June first of each year, and
  - the status of the implementation of the teacher evaluation and support program, including the frequency of evaluations and the number of teachers who have not been evaluated by September 15th of each year.
- The data to be reported via the [ESP Checklist](#) will include:
  - Total number of certified leaders, and certified leaders not evaluated; and
  - Total number of certified educators, and educators not evaluated.

*Note: While no explanation of leaders or educators who were not evaluated is required at this time, the CSDE reserves the right to request an explanation for these cases.*

Thank you for your continued commitment to the evaluation and support of Connecticut's educators.

CRT:smf

cc: Sinthia Sone-Moyano, Deputy Commissioner of Educational Supports and Wellness  
Dr. Shuana K. Tucker, Chief Talent Officer  
Dr. Jade L. Gopie, Talent Office Bureau Chief