

**Columbus Education Association**  
**Teacher, School Counselor and Licensed Support Professional Evaluation System**  
**Full Cycle Checklist \***

Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Educator Self-Assessment - electronically sign/submit (Complete by September 6)				
Professional Growth Plan (Complete by September 30)				
<b>Teachers Only</b> - Submit choices of <u>TWO</u> High Quality Students Data (HQSD) sources in OhioES (Complete by September 30)				
<b>Conferences/sharing evidence for PGP/IP and (Counselors) Metrics of Student Outcomes</b>	Dates:			

**Semester 1: Observation Cycle (August 19 – January 17)**

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Pre-Observation Conference				
Observation (at least 30 mins) (Formal Holistic)				
<b>OTES/LSP Only:</b> Meeting to determine 2-3 focus areas for 2 <sup>nd</sup> semester				
Walkthrough (10-20 mins)				
Post Observation Conference- (Complete by January 17)				<i>Should be having collaborative conversation/conference for PGP progress check</i>

## Semester 2: Observation Cycle (January 21-April 10)

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Pre-Observation Conference				
Observation (at least 30 mins) <i>(Formal Focused- OTES/LSP Formal Holistic- OSCES)</i>				
Walkthrough (10-20 mins)				
Post Observation Conference (Complete by April 10)				<i>Should be having collaborative conversation/conference for PGP progress check</i>
Confirm Professional Growth				<b><i>Plan/Improvement Plan- You may be required to confirm the conferences within the plan before the evaluator can sign/submit. PGPs/IPs that cannot be signed/submitted will cause the evaluation to be not complete</i></b>

### Holistic Rating:

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Final Conference/ Final Holistic Rating Provided (Complete by May 9)				

### Appeal:

If you believe your evaluation is eligible for an appeal (holistic ineffective rating; two evaluators with vastly different ratings; or procedural error), the application and evidence must be submitted by Friday, May 27<sup>th</sup>, 2025. Please call CEA, if you have questions.

\* This form was created by CEA for use in documenting the evaluation process. This is not an official document for the CCS evaluation system.

Revised August 2024