



Summative Checklist for Staff

Step 1 : Complete the Annual Self-Reflection Form

- Complete and email the Annual Self-Reflection Form (Teachers or Non-Classroom) to the observer completing the Professional Responsibilities Domain. The Teacher Annual Self-Reflection Form and Non-Classroom Self-Reflection Form can be found [here](#).
 - **SAVE AS: Last Name 23.24 Marzano Annual Self-Reflection Form**
- Note that the responses on the Annual Self-Reflection Form are critical information for the observer completing this observation.
 - All three elements for teachers will be rated; all four elements for non-classroom professional will be rated.
- Once again, your completed Annual Self-Reflection Form will be uploaded by your evaluator into the formal evaluation as an attachment to the first element within this domain.

Teacher Evaluation – Uploaded into Element #21

21. [Adhering to School/District Policies and Procedures](#)

Non-Classroom Evaluation – Uploaded into Element #14

14. [Demonstrating Knowledge of Professional Practice \(Area of Expertise\)](#)

- After your final ratings are discussed and finished, you will be notified to acknowledge the observation in iObservation (As done in the past with a Domain 4 observation form).

Step 2: Prepare the Necessary Documentation

The documents below will be reviewed by the administrator/supervisor completing the summative evaluation.

- Complete the following documents:
 - SGO forms** – (if applicable) SGO forms and data documentation is due no later than April 8 - April 12 to the administrator liaison/principal.
 - Professional Development Log** – Blank logs are located [here](#).
 - Ensure all hours are linked to a PDP goal.
 - Refer to [What Counts](#) to determine the maximum hours to be counted.
 - **SAVE AS: Last Name 23.24 Record of PD Hours**
 - Attainment of PDP Goals** - Attainment of PDP Goal Forms for teachers and non-classroom professionals are located [here](#).
 - Staff are required to complete the corresponding attainment form for each goal selected for the current year.
 - ✦ Form fields have been inserted to allow the user to select the number of the goal (1, 2, or 3) from a drop-down menu. Additional information must be entered where the shaded fields and check boxes appear. The rest of the form is protected from editing.
 - **SAVE AS: Last Name 23.24 Report of Attainment of [Title of PDP Goal](#)**

□ **PDP Goals for 2024-2025**

□ We will be completing this step in the fall.

- ✦ Keep in mind staff will be required to complete and submit *three* goals again.
- ✦ Any hours accumulated from the date of summative will count toward the 24. 25 school year.

Step 3: Upload/Share Your Documents

Within each school's Schoology course, you will find your "Summative" folder. Each teacher has an assignment which will enable uploading of all Evaluation Documents.

The 23.24 Verification Form should also be completed as it serves as verification that all documents were reviewed.

* If you have additional questions, please contact the evaluator conducting your summative evaluation.

