



CAST Final Overall Evaluations & Inquiry

September 5, 2018

The 2017-18 Final Overall Evaluations are now available in the PERFORM Evaluation Portal.

You will receive an email requesting your review and electronic signature once your administrator has completed the 17-18 final summative evaluation form with student growth. Your final summative evaluation score is a combination of the Administrator Observation Score (90 points), Individual Professional Development Plan (IPDP) Score (10 points), and the Student Growth Score (100 points). As a reminder, the maximum summative evaluation score is 200 points.

You must: (1) electronically sign your final summative evaluation in PERFORM and (2) meet with your current supervising administrator to hold a final summative evaluation conference to discuss your results and both physically sign a hard copy of your final summative evaluation.

CAST Growth Score Inquiry process has been established for teachers who have a concern regarding their data. Inquiries regarding the accuracy of student growth data that may adversely impact a teacher's summative evaluation results will be received electronically. The electronic CAST Growth Score Inquiry Form can be completed at the following link: **2017-18 CAST Student Growth Inquiry Survey**. Once you have submitted an inquiry, a pop-up screen will appear indicating that your inquiry was received. Print out this screen for your records.

CAST Student Growth Score inquiries must be submitted electronically to Human Resources no later than 11:59 PM, September 14, 2018. The use of this electronic link will expedite the district's ability to respond to inquiries and finalize evaluations. **Please do not fax or e-mail an inquiry.** The CAST Growth Score Inquiry link will be active Sept. 5- 14, 2018. Should you have any questions about the process, please contact Human Resources at (904) 390-2981.

Pay increases for Annual Contract Teachers who receive an overall Highly Effective rating or an overall Effective rating will not be initiated until the inquiry process is complete. DTU will notify you when we have a payout date.