



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

## EDUCATOR PERFORMANCE RATING EVALUATION VERIFICATION FORM

The educator named below is seeking a District of Columbia teacher or school administrator credential based upon satisfactory performance evaluation ratings for the applicable assignment area. The purpose of this form is to confirm the annual performance rating for the educator who has indicated that he/she was employed with your local education agency (LEA) during the performance period. This form shall confirm the final end-of-year performance evaluation rating for one school or academic year. To confirm additional school years, a separate form must be completed for each year. This form may be used to verify annual end-of-year performance ratings for regular school teachers, principals and assistant principals who are seeking their first initial or standard DC credential and the performance review was conducted using an official state-recognized LEA educator performance evaluation rating system.

### A. This section is to be completed by the educator.

Educator's information	
Name of educator evaluated	
Last 4 digits of employee's SSN	
Employing LEA/school district name	
Name of school where assigned During the evaluation year	
Assignment/subject area of employment	
Title (i.e. teacher, principal, etc.)	
Indicate the school year (SY) that you are requesting to be verified (i.e. SY 2015-16)	

### B. This section is to be completed by the employing LEA's Office of Human Resources verification official or the school district's instructional superintendent.

Evaluation confirmation information	
Name of the LEA's official performance evaluating rating system	
Number of years the evaluation rating system has been in use by this LEA	
What is the overall scoring range of the performance rating system? (i.e. 100 to 400; 1.0 to 4.0, etc.)	
What is the overall scoring scale and result designation that can be achieved?  For example: 100 – 200 or 1.0 – 2.0 = <b>Ineffective</b> 200 – 300 or 2.0 – 3.0 = <b>Proficient</b> 300 – 400 or 3.0 – 4.0 = <b>Exceeds expectation</b> , etc.	

## EDUCATOR PERFORMANCE RATING EVALUATION VERIFICATION continued

What final score and performance designation did this educator achieve?	
For which school year was this performance rating achieved?	
For which assignment area?	
This final rating was achieved based upon which measure? (Check the applicable box)	<input type="checkbox"/> Summative evaluation rating of our evaluation rating system. <input type="checkbox"/> Student growth component of our performance evaluation rating system.

By my signature below, I verify that the information on this form was completed based upon records maintained by this agency and/or school district.

Printed name:		
Title:		
Email Address:		
Name of Agency/ School district:		
State:		
Telephone#:		
Signature:		Date:

Once properly completed, this may be mailed back to the educator for submission to OSSE or it may be scanned and emailed to [osse.ecis@dc.gov](mailto:osse.ecis@dc.gov). If you are unable to use email, mail this form to Educator Quality and Effectiveness, Teaching and Learning Unit, 810 1<sup>st</sup> St NE, 5<sup>th</sup> Floor, Washington, DC 20002.

Please be advised that OSSE reserves the right to reject or not accept evaluation rating verification forms which are not properly completed, appear to be altered, the LEA does not administer an official rating system that is accepted by OSSE, or does not meet other OSSE conditions.

If you have any questions, please contact our office at [osse.ecis@dc.gov](mailto:osse.ecis@dc.gov) or 202.741.5881.