



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

An acceptable performance rating report, must meet the following conditions:

1. If the employing local education agency (LEA) that issues the performance rating report is located in the District of Columbia, the evaluation rating system must have been reviewed and approved by the Office of the State Superintendent of Education (OSSE) at the time the review was conducted. Currently, DC Public Schools (DCPS) is the only LEA that administers an educator evaluation system accepted by OSSE.
2. If the employing education agency who issues the performance rating report is located in another state, the evaluation rating system must have been reviewed and approved by that state's department of education at the time the review was conducted.
3. The performance evaluation system must include at least three tiers of achievement to report at least a minimally effective, effective and highly effective or comparable rating result.
4. Performance evaluations must have been administered while you were an employee within the same employing education agency.
5. The evaluation must have assessed your performance as a full-time employee in the same or comparable assignment area of the credential being sought.
6. The final end-of-year rating report must include an overall score for a summative rating and/or includes a specific score for a student growth component of the evaluation system.
7. All pages of the final end-of-year rating report must be submitted for each school year provided. Incomplete or mid-year reports shall not be accepted.
8. The final end-of-year rating reports must include the following information:
 - a) Employee's full name
 - b) School year of evaluation period (e.g. 2018-19 school year, 2019-20 school year);
 - c) Assignment area of evaluation;
 - d) Score for each evaluation domain assessed;
 - e) Overall score; and
 - f) Signature of the employee and evaluating official and dates;
9. OSSE reserves the right to reject any documents that do not meet these conditions.

If you have any questions, please contact us at OSSE.Asklicensure@dc.gov.