

PENNSYLVANIA DEPARTMENT OF EDUCATION
Office of Postsecondary and Higher Education

October 31, 2016

To: Superintendents, Executive Directors, and Chief School Administrators

From: Dr. Wil Del Pilar, Deputy Secretary

Subject: Annual Teacher, Principal, and Non-Teaching Professional Employee Evaluations Survey

The collection of aggregate evaluation data for teachers, principals and non-teaching professional employees is required by *EDFacts*. *EDFacts* is a U.S. Department of Education (USDE) initiative to collect, analyze, report on and promote the use of high-quality, prekindergarten to grade 12 performance data for use in education planning, policymaking, and management and budget decision-making to improve outcomes for students.

In addition, the Pennsylvania School Code (24 P.S. § 11-1123(i)) requires school districts, intermediate units, and vocational-technical schools to report the aggregate results of all professional, temporary professional, principal, and non-teaching professional employee evaluations to the Pennsylvania Department of Education (PDE).

Based on specific criteria and definitions outlined by USDE, PDE developed, in collaboration with education experts and practitioners, a standardized questionnaire (survey) for local education agencies (LEA) to compile and submit their aggregate evaluation data, along with descriptions of how they use evaluation results in decision-making.

This year's survey is exactly the same as last year's. It captures information applicable to Pennsylvania's classroom teacher rating tool (PDE 82-1), the principal rating tool (PDE 82-2) and the non-teaching professionals rating tool (PDE 82-3). When reporting "principal" evaluation data, remember to include building principals, assistant principals, vice principals, and vocational directors.

The submission process for this year's collection is also the same as last year; remember to **include your LEA's name in the subject line of your email**. Instructions and the survey can be found on the [Teacher and Principal Evaluation Survey](#) page. To ensure complete and accurate information, review all items highlighted on page 8 of the survey. Complete and return the survey to PDE via email to RA-PDE-Evaluation@pa.gov no later than **Jan. 6, 2017**.

If you have any questions concerning this year's collection efforts, please contact Ken Rodrigues at (717) 346-9739, or at RA-PDE-Evaluation@pa.gov.

Thank you for your cooperation.