

Columbus Education Association

Teacher, School Counselor and Licensed Support Professional Evaluation System

Full Cycle Checklist *

Name: _____ Evaluator: _____

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Educator Self-Assessment - electronically sign/submit (Complete by September 5)				
Professional Growth Plan (Complete by September 30)				
Teachers Only - Submit choices of <u>TWO</u> High Quality Students Data (HQSD) sources in OhioES (Complete by September 30)				
Conferences/sharing evidence for PGP/IP and (Counselors) Metrics of Student Outcomes	Dates:			

Semester 1: Observation Cycle (August 18 – January 16)

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Pre-Observation Conference				
Observation (at least 30 mins) (<i>Formal Holistic</i>)				
OTES/LSP Only: Meeting to determine 2-3 focus areas for 2 nd semester				
Walkthrough (10-20 mins)				
Post Observation Conference- (Complete by January 16)				<i>Should be having collaborative conversation/conference for PGP progress check</i>

Semester 2: Observation Cycle (January 20-April 21)

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Pre-Observation Conference				
Observation (at least 30 mins) <i>(Formal Focused- OTES/LSP Formal Holistic- OSCES)</i>				
Walkthrough (10-20 mins)				
Post Observation Conference (Complete by April 21)				<i>Should be having collaborative conversation/conference for PGP progress check</i>
Confirm Professional Growth				<i>Plan/Improvement Plan- You may be required to confirm the conferences within the plan before the evaluator can sign/submit. PGPs/IPs that cannot be signed/submitted will cause the evaluation to be not complete</i>

Holistic Rating:

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Final Conference/ Final Holistic Rating Provided (Complete by May 8)				

Appeal:

If you believe your evaluation is eligible for an appeal (holistic ineffective rating; two evaluators with vastly different ratings; or procedural error), the application and evidence must be submitted by Tuesday, May 26th, 2026. Please call CEA, if you have questions.

* This form was created by CEA for use in documenting the evaluation process. This is not an official document for the CCS evaluation system.

Revised June 2025