

LAUSD - Stuils Evaluation :: Roster - Microsoft Internet Explorer

Address: www.lausdadministrator.info

Los Angeles Unified School District  
Human Resources

**Evaluation Roster**  
Location : 0599 LAUSD SENIOR HIGH  
User : JANE PRINCIPAL Role: PRINCIPAL

# Total: 4   # To Evaluate : 4   # Submitted : 0   # Evals Started : 0   # Evals Not Started : 4

Click 'Save' button to save the changes

Time Left: 29:51

Locn/OCC	Options	Eval Status	Status	Emp. Last Name	Group	Go	Clear	Save	Cancel	
0599	All	All			All	Go	Clear	Save	Cancel	
No.	Options	Lastname	Firstname	EmpNo	Class	Status	Eval Status	Form	Group	History
1	Required	READING	BOB	000004	TEACHER	VY	Not Started	Open	A	View
2	Required	MATHEMATICS	MARIA	000002	TEACHER	B1	Not Started	Open	A	View
3	Required	ENGLISH	TRACY	000003	LIT, COACH	CN	Not Started	Open	B	View
4	Required	SCIENCE	JOHN	000001	ASST, PRIN...	CN	Not Started	Open	A	View

Page No: 1 of 1   Total Records : 4

First   << Prev   Next >>   Last   Page No : 1   Go

**Slide notes**

Welcome to the Certificated Performance Evaluation System training module on completing final evaluation forms for employees.

The Certificated Performance Evaluation System allows administrators to open and complete an evaluation form for each employee they are responsible for evaluating. To open a final evaluation form, Click the "Open" button under the "Form" column for the desired employee.

LAUSD - Stalls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [www.lausdadministrator.info](http://www.lausdadministrator.info) Go Links >>

Los Angeles Unified School District  
Human Resources

Teacher Evaluation Roster  
Location : 0599 LAUSD SENIOR HIGH SCHOOL  
User : JANE PRINCIPAL

[Back to Roster](#) | [Log Out](#)

Evaluation for a Provisional Contract Employee Report (1022)

Click 'Save' button to save the changes Time Left: 25:18

Name: BOB READING Location: 0599 Date: 09/21/2005 3:50 PM  
Employee ID: 000004 Status: VY School/Section: LAUSD SENIOR HIGH SCHOOL

SpellCheck Print Eval

Department	Subject Taught	Grade	I.P.Submitted Date
Foreign Language	sss		
Foreign Language (French)	aaa		I.P.Conf. Date

**Slide notes**

Clicking on the "Open" button for Bob Reading, displays the "Evaluation for a Provisional Contract Employee Report, form 1022 ". Before you start, you may want to double-check the form type. You may also want to check the employee information on the form, such as the Name, Employee number and Status.

LAUSD - Stulls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address  Go Links >>

d. Personal Qualities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
e. Attendance and Punctuality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
f. OVERALL EVALUATION	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

No. of Days Absent:  No. of Times Tardy:

4. RECOMMENDATIONS: (Specific deficiencies, recommended assistance, etc.)

Animation (903 x 524) (X:0; Y:0)

5. COMMENDATIONS:

Evaluator Signature \_\_\_\_\_ Evaluator Name

Title  Date: \_\_\_\_\_

Local intranet

**Slide notes**

A new feature added this year is the "Spell check". As you may notice, the word "help" is misspelled on the evaluation form under the "Recommendations" section.

The spell check function button is located at the bottom of each form

LAUSD - Stulls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address  Go Links >>

**Employee ID**

**Reviewing Administrator Signature**  
\_\_\_\_\_

**Reviewing Administrator Name**

**I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to be become a permanent part of the report and of my personnel service folder.**

**Employee Signature**  
\_\_\_\_\_

**Date**  
\_\_\_\_\_

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval* AND *Back to Roster***

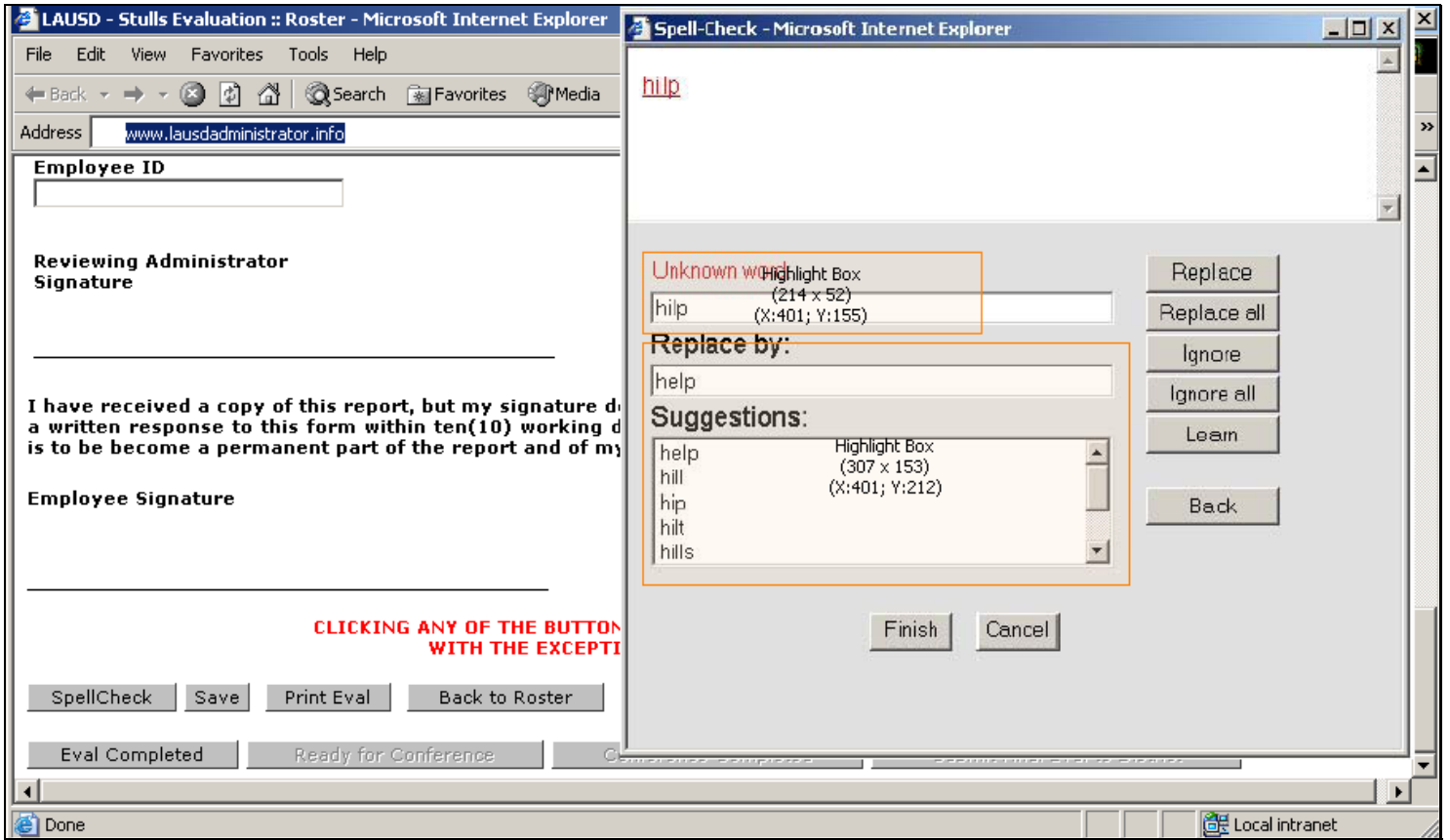
SpellCheck Save Print Eval Back to Roster

Eval Completed Ready for Conference Conference Completed Submit Final Eval to District

Local intranet

**Slide notes**

You can run the "spellCheck" feature at any time. Click on the "SpellCheck" button to begin checking the document.



**Slide notes**

"SpellCheck" will bring up a pop up window that displays the incorrect spelled word and suggests the correct spelling.

If you are running Pop Up Blocker software, make sure that you allowed this site to display pop ups in order to fully utilized this feature.

**Employee ID**

**Reviewing Administrator Signature**

**Reviewing Administrator Name**

I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.

**Employee Signature**

**Date**

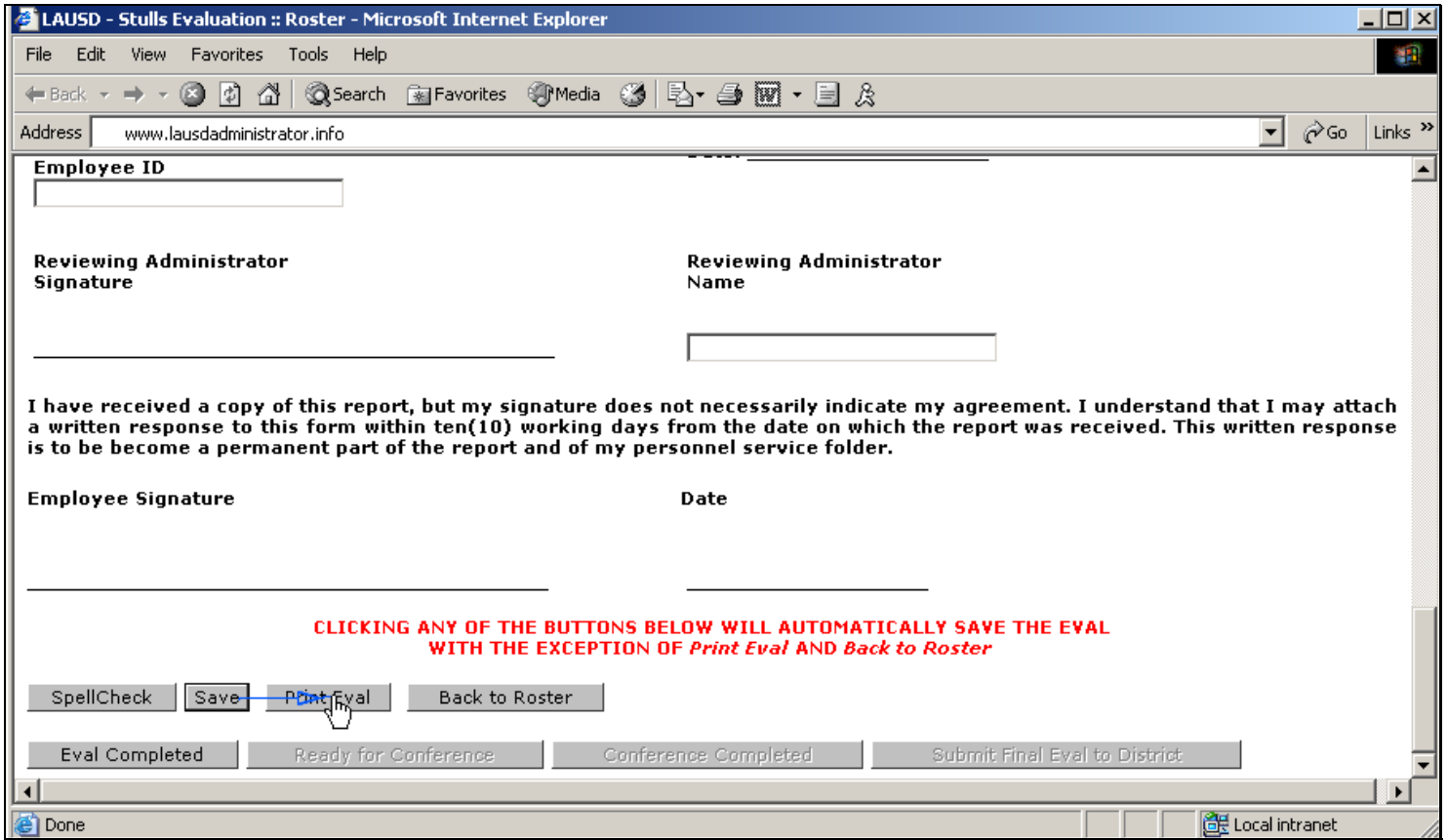
**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval* AND *Back to Roster***

SpellCheck Save Print Eval Back to Roster

Eval Completed Ready for Conference Conference Completed Submit Final Eval to District

**Slide notes**

Save your work frequently by clicking on the "Save" button at the bottom of the form. This helps insure your work is not lost, especially if you need to leave your workstation for any reason.



**Slide notes**

You may also print a copy of the evaluation form by clicking the "Print Eval" button.

LAUSD - Stulls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  Go Links >>

**Employee ID**

**Reviewing Administrator Signature** \_\_\_\_\_

**Reviewing Administrator Name**

**I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.**

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval AND Back to Roster***

Done Local intranet

**Slide notes**

If you are ready to go back and view your staff roster. Just click the "Back to Roster" button.

**Employee ID**

**Reviewing Administrator Signature**

**Reviewing Administrator Name**

**I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.**

**Employee Signature**

**Date**

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval* AND *Back to Roster***

SpellCheck Save Print Eval Back to Roster

Eval Completed Ready for Conference Conference Completed Submit Final Eval to District

**Slide notes**

The features at the bottom of the evaluation form are utilized during the various steps of the evaluation process. You may also receive various helpful messages along the way to help assure that all required information is complete.

When you as the evaluator have completed an evaluation click the "Eval Completed" button. This action will change the Eval Status column on the roster from "Not Started" to "Eval Form Completed".

**Employee ID**  
55555

**Reviewing Administrator Signature** \_\_\_\_\_

**Reviewing Administrator Name**  
reviewer

**I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to be become a permanent part of the report and of my personnel service folder.**

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval AND Back to Roster***

SpellCheck Save Print Eval Back to Roster

Eval Completed **Ready for Conference** Conference Completed Submit Final Eval to District

Local intranet

**Slide notes**

Once the Principal or the appropriate administrator has reviewed and approves of the evaluation, they now click the "Ready for Conference" button. This action will change the "Eval Status" column to "Ready for Conference". Now the evaluator can hold the conference with the employee.

LAUSD - Stulls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  Go Links >>

**Employee ID**

**Reviewing Administrator Signature** \_\_\_\_\_

**Reviewing Administrator Name**

**I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.**

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval AND Back to Roster***

SpellCheck Save Print Eval Back to Roster

Eval Completed Ready for Conference **Conference Completed** Submit Final Eval to District

Done Local intranet

**Slide notes**

Once the conference is completed the evaluator clicks on the "Conference Completed" button. This action will now change the Eval Status column to "Conf. Completed". This now informs the principal or the appropriate administrator that the evaluation process and form is completed and that the evaluation can now be submitted to the district office.

LAUSD - Stulls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [www.lausdadministrator.info](http://www.lausdadministrator.info) Go Links >>

Employee ID  
555555

Reviewing Administrator Signature  
\_\_\_\_\_

Reviewing Administrator Name  
reviewer

I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.

Employee Signature  
\_\_\_\_\_

Date  
\_\_\_\_\_

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval* AND *Back to Roster***

SpellCheck Save Print Eval Back to Roster

Eval Completed Ready for Conference Conference Completed **Submit Final Eval to District**

Done Local intranet

**Slide notes**

Reminder: only the principal or appropriate administrator are able to click the "Submit Final Eval to District" button. This action will change the "Eval Status" column to "Final Eval Submitted".

LAUSD - Stulls Evaluation :: Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  Go Links >>

**Employee ID**

**Reviewing Administrator Signature** \_\_\_\_\_

**Reviewing Administrator Name**

**Microsoft Internet Explorer**

This action certified that I have adhered to collective bargaining agreement provisions regarding evaluation of certificated employees and that I and/or my designee held a conference with the employee to discuss the content of the final evaluation. A copy of the final evaluation was signed by and given to the employee. I will retain a signed copy of the final evaluation for school records.

OK

**CLICKING ANY OF THE BUTTONS BELOW WILL AUTOMATICALLY SAVE THE EVAL WITH THE EXCEPTION OF *Print Eval* AND *Back to Roster***

SpellCheck Save Print Eval Back to Roster

Eval Completed Ready for Conference Conference Completed Submit Final Eval to District

Done Local intranet

**Slide notes**

Once the "Submit Final Eval to District" button is clicked you will be prompted to read and certify the following evaluation being submitted . Be certain to maintain copies of all final evaluations and materials in a designated and secure location at your school site.

This concludes the tutorial for completing the final evaluation form.