



# 2025-2026 Staff Evaluation Interchange File Layout

## Purpose:

The purpose of the Staff Interchange - Evaluation Data file is to capture and verify the final evaluation ratings of licensed staff employed at the district for the currently selected school year.

## Dependencies:

Each staff member has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS). Each EDID reported in the Evaluation Data File also has a record in the Staff Profile file.

## Record Expectation:

In the Staff Interchange- Evaluation Data file, the LEA should submit 1 record per staff per LEA for all licensed staff employed and evaluated in the selected school year.

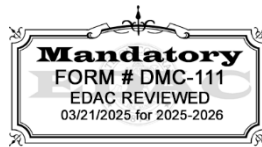
## Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort.

List of collections: [Staff Evaluation Snapshot](#)

## File Notes:

- New changes from 2024-2025 are emphasized with yellow shading.
- Deleted text from 2024-2025 is shown with ~~text-style-subtle-reference.~~
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files





## 2025-2026 Staff Evaluation Interchange – File Layout

### Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
School District/BOCES Code	4	1	4	1	A2	1111	4 Digit LEA Code
EDID	8	5	12	2	B2	12345678	<i>Must match in EDIS</i>
Staff's First Name	30	13	42	3	C2	valid name	<i>First name must match in EDIS</i>
Staff's Last Name	30	43	72	4	D2	valid name	<i>Last Name must match in EDIS</i>
Staff's Gender	2	73	74	5	E2	01	Remains 01-Female or 02-Male <i>Gender must match in EDIS</i>
Staff's Date of Birth	8	75	82	6	F2	01011980	MMDDYYYY Format <i>DOB must match in EDIS</i>
Job Classification Code	3	83	85	7	G2	105	Valid Job Code
School Code	4	86	89	8	H2	0000	Valid School Code
Probationary Status	2	90	91	9	I2	01	Required For staff that are required to be evaluated ( <b>Use code 01, 02, or 03</b> ) For staff that are not required to be evaluated, ( <b>Use 00</b> )
Highly Effective Process	2	92	93	10	J2	00	00-No, did not use Highly Effective Process or 01-Yes, used Highly Effective Process
Teacher Overall Performance Evaluation Rating	2	94	95	11	K2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 1: Know Content	2	96	97	12	L2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 2: Establish Environment	2	98	99	13	M2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 3: Facilitate Learning	2	100	101	14	N2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223



## 2025-2026 Staff Evaluation Interchange – File Layout

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Teacher Quality Standard 4: Professionalism	2	102	103	15	O2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Measures of Student Learning	2	104	105	16	P2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Special Services Provider (SSP) Overall Performance Evaluation Rating	2	104	105	17	Q2	02	Required for all Special Services Providers (SSPs); job class codes 211,213,218, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 1: Professional Expertise	2	106	107	18	R2	02	Required for all Special Services Providers (SSPs); job class codes 211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 2: Learning Environment	2	108	109	19	S2	02	Required for all Special Services Providers (SSPs); job class codes 211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 3: High Quality Delivery	2	110	111	20	T2	02	Required for all Special Services Providers (SSPs); job class codes 211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 4: Professionalism	2	112	113	21	U2	02	Required for all Special Services Providers (SSPs); job class codes 211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Measures of Student Outcomes	2	114	115	22	V2	02	Required for all Special Services Providers (SSPs); job class codes 211, 213,218, 231, 233, 234, 235, 236, 237, 238, and 242
Principal Overall Performance Evaluation Rating	2	116	117	23	W2	02	Required for all principals and assistant principals; job class codes 105 & 106



## 2025-2026 Staff Evaluation Interchange – File Layout

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Principal Quality Standard 1: Strategy	2	118	119	24	X2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Quality Standard 2: Culture	2	120	121	25	Y2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Quality Standard 3: Instruction	2	122	123	26	Z2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Quality Standard 4: Professionalism	2	124	125	27	AA2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Measures of Student Learning	2	126	127	28	AB2	02	Required for all principals and asst. principals, job class codes 105, 106

### Data Field Descriptions:

#### School District/BOCES Code

A unique code assigned to a district by CDE. Refer to School District/BOCES Code table at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

#### EDID

An eight (8) digit numeric code containing the 8-digit value assigned by CDE to the Educational Staff member.

#### Staff's or Purchased Service Staff's First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

#### Staff's or Purchased Service Staff's Last Name

The name borne in common by members of a family.

#### Staff's or Purchased Service Staff's Gender

An individual's sex.



## 2025-2026 Staff Evaluation Interchange – File Layout

Code	Description
01	Female - identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male - identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

### Staff’s or Purchased Service Staff’s Date of Birth

The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

### Job Classification Code

A description of the specific group of duties and responsibilities of an assignment.

#### PRINCIPALS

Job Code	Job Code Name	Job Description	Staff
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.	Special Education Assignment Flag = 0
106	Assistant/Deputy/ Associate Principal	Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.	Special Education Assignment Flag = 0

#### TEACHERS

##### CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
204	Teacher, Permanent Substitute	These are contracted permanent substitutes who are paid whether or not they are fulfilling the substitute role. Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	Special Education Assignment Flag = 0
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0



## 2025-2026 Staff Evaluation Interchange – File Layout

### INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
216	Librarian/Media Consultant	Develop plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1

### SPECIAL SERVICE PROVIDERS

#### INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1
213	Dean	Counsels' students and supervises the enforcement of rules.	Special Education Assignment Flag = 0
218	Teacher Mentor/Instructional Coach	Provides instruction and coaching, learning experience, professional development and/or mentoring to teaching staff to increase the effectiveness of educational delivery.	Special Education Assignment Flag = 0 or 1

#### OTHER SUPPORT SPECIAL SERVICE PROVIDERS

Job Code	Job Code Name	Job Description	Staff
231	Audiologist	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students who are licensed and properly endorsed in accordance with State Law.	Special Education Assignment Flag = 0 or 1



## 2025-2026 Staff Evaluation Interchange – File Layout

Job Code	Job Code Name	Job Description	Staff
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Special Education Assignment Flag = 0 or 1
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Special Education Assignment Flag = 0 or 1
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1

### School Code

A unique code assigned by CDE to a school building. Refer to School Building Code Table at: [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes). *Note: for staff serving the district/LEA, use code '9980' for District/LEA Wide.*

### Probationary Status

The probationary status of the educator as defined in district/BOCES policy. The local policy should be compliant with Senate Bill 10-191. (Note: Required for all teachers, and special services providers (SSPs); job class codes 201, 202, 206, 216, 222, 223, 211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.



## 2025-2026 Staff Evaluation Interchange – File Layout

Code	Description
00	<b>N/A - to use for staff for whom probationary/non-probationary status does not apply</b> use for staff that are not required to be evaluated, (i.e., Job class codes equal to 105, 106) contracted staff, and preschool teachers not required to participate in the educator effectiveness evaluation system.
01	<b>Probationary</b> - to use for teachers that do not have non-probationary status as outlined in the Teacher Employment, Compensations, and Dismissal Act of 1990 (TECDA) and SB 191 and for SSPs that do not have non-probationary status as outlined in SB 191.
02	<b>Non-Probationary</b> - to use for teachers that have earned non-probationary status as outlined in TECDA and SB 191 and for SSPs that have earned non-probationary status as outlined in SB 191.
03	<b>Other</b> - per local policy, a teacher, or SSP that does not have a pathway to earn non-probationary status (e.g., a charter school employee, a BOCES teacher that does not have funding guaranteed for more than one year).

### Highly Effective Process

Indicates whether the educator was evaluated using the Highly Effective Process, in lieu of the standard evaluation process. No indicates the educator was evaluated using the standard evaluation process. Yes, indicates the educator was evaluated using the Highly Effective Process.

Code	Description
00	No, did not use the Highly Effective Process
01	Yes, used the Highly Effective Process

### Teachers-SSP’s and Principal Rating guidance for Schools with waivers:

Schools with an evaluation waiver may mark their staff’s ratings as a 00 (N/A). However, if evaluations have occurred and your evaluation system aligns with the [state model evaluation system standards and elements](#), you have the option to report your evaluation ratings for waived staff members.

### Teacher Overall Performance Evaluation Rating

The final evaluation rating provided in the teacher’s written evaluation report from the current academic school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

Code	Description
00	N/A -for staff who are not teachers, librarians, or interventionists
11	<b>Highly Effective</b> , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	<b>Effective</b> , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	<b>Partially Effective</b> , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)





## 2025-2026 Staff Evaluation Interchange – File Layout

Code	Description
14	<b>Ineffective</b> , or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	<b>Not Yet Evaluated</b> - for newly hired teachers in the last 6 weeks of the school year who have not yet been formally evaluated.
06	<b>Evaluation of teacher was not conducted</b> - for a reason other than that the teacher is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	<b>No Score</b> - an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.

### Teacher Quality Standard 1: Know Content

The final rating on teacher quality standard 1 from the current academic school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists)

Code	Description
00	<b>N/A</b> - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Teacher Quality Standard 2: Establish Environment

The final rating on teacher quality standard 1 from the current academic school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists)

Code	Description
00	<b>N/A</b> - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Teacher Quality Standard 3: Facilitate Learning

The final rating on teacher quality standard 3 from the current academic school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).



## 2025-2026 Staff Evaluation Interchange – File Layout

Code	Description
00	N/A - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Teacher Quality Standard 4: Professionalism

The final rating on teacher quality standard 4 from the current academic school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

Code	Description
00	N/A - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Teacher Measures of Student Learning

The final rating on student learning outcomes from the current academic school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

Code	Description
00	N/A
01	More than expected
02	Expected
03	Less than expected

### Special Services Provider (SSP) Overall Performance Evaluation Rating

The final evaluation rating provided in the SSP’s written evaluation report from the current academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242).

Code	Description
00	N/A -for staff who are not Special Service providers. Use for Principals and Teachers.
11	<b>Highly Effective</b> , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	<b>Effective</b> , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)



## 2025-2026 Staff Evaluation Interchange – File Layout

Code	Description
13	<b>Partially Effective</b> , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	<b>Ineffective</b> , or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	<b>Not Yet Evaluated</b> - for newly hired teachers in the last 6 weeks of the school year who have not yet been formally evaluated.
06	<b>Evaluation of SSP was not conducted</b> - for a reason other than that the Special Service Provider is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	<b>No Score</b> - an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.

### Special Services Provider (SSP) Quality Standard 1: Professional Expertise

The final rating on SSP quality standard 1 from the current academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

Code	Description
00	N/A - Use for staff who are not Special Service providers. Use for Principals and Teachers. OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Special Services Provider (SSP) Quality Standard 2: Learning Environment

The final rating on SSP quality standard 2 from the current academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

Code	Description
00	N/A - Use for staff who are not Special Service providers. Use for Principals and Teachers. OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)



## 2025-2026 Staff Evaluation Interchange – File Layout

### Special Services Provider (SSP) Quality Standard 3: High Quality Delivery

The final rating on SSP quality standard 3 from the current academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

Code	Description
00	N/A - Use for staff who are not Special Service providers. Use for Principals and Teachers. OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Special Services Provider (SSP) Quality Standard 4: Professionalism

The final rating on SSP quality standard 4 from the current academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

Code	Description
00	N/A - Use for staff who are not Special Service providers. Use for Principals and Teachers. OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Special Services Provider (SSP) Measures of Student Outcomes

The final rating on student outcomes from the current academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 213, 218, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

Code	Description
00	N/A
01	<b>More than expected</b>
02	<b>Expected</b>
03	<b>Less than expected</b>



## 2025-2026 Staff Evaluation Interchange – File Layout

### Principal Overall Performance Evaluation Rating

The final evaluation rating provided in the principal’s written evaluation report from the current academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.

Code	Description
00	N/A -for staff who are not Principals. Use for Teachers and Special Service Providers.
11	<b>Highly Effective</b> , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	<b>Effective</b> , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	<b>Partially Effective</b> , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	<b>Ineffective</b> , or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	<b>Not Yet Evaluated</b> - for newly hired teachers in the last 6 weeks of the school year who have not yet been formally evaluated.
06	<b>Evaluation of SSP was not conducted</b> - for a reason other than that the Principal is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	<b>No Score</b> - an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.

### Principal Quality Standard 1: Strategy

The final rating on principal quality standard 1 from the current academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.

Code	Description
00	N/A - Use for staff who are not principals. Use for Teachers and Special Service providers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Principal Quality Standard 2: Culture

The final rating on principal quality standard 2 from the current academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.



## 2025-2026 Staff Evaluation Interchange – File Layout

Code	Description
00	N/A - Use for staff who are not principals. Use for Teachers and Special Service providers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Principal Quality Standard 3: Instruction

The final rating on principal quality standard 3 from the current academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.

Code	Description
00	N/A - Use for staff who are not principals. Use for Teachers and Special Service providers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

### Principal Quality Standard 4: Professionalism

The final rating on principal quality standard 4 from the current academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.

Code	Description
00	N/A - Use for staff who are not principals Use for Teachers and Special Service providers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	<b>Exemplary</b> , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	<b>Accomplished</b> , or the equivalent, where applicable (e.g., advanced)
13	<b>Proficient</b> , or the equivalent, where applicable (e.g., effective)
14	<b>Partially Proficient</b> , or the equivalent, where applicable (e.g., partially effective, developing)
15	<b>Basic</b> , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)



## 2025-2026 Staff Evaluation Interchange – File Layout

### Principal Measures of Student Learning

The final rating on student learning outcomes from the current academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.

Code	Description
00	N/A
01	More than expected
02	Expected
03	Less than expected

### Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
3-21-2025	EDAC stamp	EDAC approved file layout	EDAC stamp added to file layout
3-21-2025	Job Codes Added to collection	Job codes are part of evaluation collection	Job Codes added
3-22-2024	EDAC stamp	EDAC approved	EDAC stamp added
11-27-2023	Removed valid code	Removed from the evaluation matrix	Teacher Measures of Student Learning
11-27-2023	Removed valid code	Removed from the evaluation matrix	Special Services Provider (SSP) Measures of Student Outcomes
11-27-2023	Removed valid code	Removed from the evaluation matrix	Principal Measures of Student Learning
9-27-2023	Added School Code	Staff Assignment no longer part of snapshot	School Code
9-27-2023	Added Probationary Status	Moved from Staff Profile file	Probationary Status
9-27-2023	Added Highly Effective Process	New data element for evaluation process	New data element
10-30-2022	New Interchange file	New Collection	New Collection