Systems may begin finalizing teacher, counselor, and librarian evaluations. Systems are encouraged to complete all observation and Student Learning Target (SLT) data and have staff sign to acknowledge scores prior to staff leaving for summer break. Once the Compass Information System (CIS) rolls to the 2023-2024 school year in the fall, no teacher, counselor, or librarian evaluation data for the 2022-2023 school year can be added or amended. To create a streamlined process, it is recommended that educators complete the following assigned tasks:

CIS Administrators	Evaluators	Teachers, Counselors, Librarians
- Update rosters in CIS - Assign evaluators to all educators - Monitor evaluation completion in CIS	- Ensure that all teachers, counselors, and librarians are in CIS - Enter professional practice/observation scores in CIS (For 2022-2023 only, if the evaluated person scored "Effective: Proficient" or "Highly Effective" (2.5 and above), enter the single score twice) - Accept SLTs in CIS - Rate SLTs in CIS - Submit all non-VAM teacher, counselor, and librarian evaluations in CIS - Meet with teachers, counselors, and librarians prior to leaving for summer (obtain signatures acknowledging scores) - Verify VAM rosters in CVR	- Enter all SLTs in CIS - Assess students and report SLT results in CIS - Meet with evaluators to view and acknowledge observation and SLT scores - VAM teachers verify rosters in CVR

Note: Systems utilizing the spreadsheet to upload data to CIS should also finalize teacher, counselor, and librarian observations and SLTs in local system databases/trackers. Non-VAM evaluations may be uploaded now via the spreadsheet; however, VAM evaluation data should be uploaded following the release of VAM in the fall.

Resources for finalizing and uploading evaluations are located in the Compass Library.

Please contact compass@la.gov with questions.