

### Overview

Systems utilizing the NIET Teaching and Learning Standards Rubric (TLSR) have the option to allow NIET to transfer teacher data from EEPASS to the Compass Information System (CIS) to be used for evaluation calculation. Systems that opt in to the transfer will continue to complete all steps in the evaluation process. **This transfer will only eliminate the need for systems to enter the observation scores into CIS. Evaluators will still need to approve and finalize evaluations in CIS.**

Note: NIET will not transfer data for the NIET Principal Standards Rubric (PSR) from EEPASS to CIS. Systems should enter this data manually or via a [spreadsheet upload](#).

### Process

1. Systems utilizing the NIET Teaching and Learning Standards Rubric (TLSR) will enter observation scores into EEPASS. Student Learning Targets (SLTs) will continue to be entered manually by local systems into CIS.
2. NIET will reach out to system contacts to request signatures to opt **into** or **out of** the data transfer to CIS.
3. Systems opting into the data transfer will be notified once the transfer takes place during the summer. The scores will not be visible until systems submit the evaluations.
4. Systems will submit evaluations to finalize evaluation scores and populate final scores. Data can be finalized manually or via a spreadsheet upload.

### Manual Data Entry

Systems may opt to manually enter [observations](#) and [SLTs](#) into CIS and submit evaluations to be finalized. VAM teacher evaluations cannot be submitted until VAM is released in the fall.

- Systems opting into the data transfer do not enter observations. SLTs must still be entered and rated. Following the data transfer in the summer, systems may begin to submit non-VAM teacher evaluations to compute final scores. VAM teacher evaluations can be submitted following VAM release. Once evaluations are submitted, observation scores will be visible in CIS.
- Systems opting into the data transfer can obtain scores from EEPASS. An annual SKR (Skills, Knowledge, and Responsibility) Score is computed in EEPASS for each teacher evaluated using the NIET rubric. The SKR report is run in EEPASS, and the [conversion](#) is used to determine the overall observation score.

### Data Entry via a Spreadsheet

Systems may opt to [upload](#) observation and SLT data into CIS via a spreadsheet. Once the spreadsheet is submitted, evaluations will finalize and a final score will populate. VAM teacher scores must be submitted via the spreadsheet after VAM is released in the fall in order to populate final scores.

- Systems opting into data transfer complete the spreadsheet as directed in the [Upload Guide](#) with the exception of Column Q *Average Overall Observation Score* and Column R *Overall Professional Practice Score*. SLT scores must still be averaged and added to the spreadsheet as directed. The spreadsheet may be uploaded once systems are notified that the NIET observation data transfer has taken place. Once the spreadsheet is uploaded, all scores will be visible in CIS. System may include VAM teachers on the spreadsheet so that observation scores can be visible and viewed for accuracy; however, following VAM release, VAM teacher scores must be resubmitted via the spreadsheet to populate final scores for VAM teachers.

### Questions

School systems with questions may email [compass@la.gov](mailto:compass@la.gov) for support.