OTES FORMS - Option 1 & 2

OTES Step		OTES Form Name	eTPES Requirement	# Required Questions/Items (indicated with *)	Completion Process
Optional Self-Assessment		Self-Assessment Summary Tool		0	Private - Teacher completes; viewable by Teacher only
Step 1: Professional Growth & Improvement Plans		Professional Growth Plan	See footnote*	5	Teacher completes; then evaluator edits and completes
		Improvement Plan	See footnote*	12	Evaluator completes; then teacher views and completes
		Improvement Plan: Evaluation of Plan		4	Evaluator completes; then teacher views and completes
Step 2: Formative Assessment/ Examination of Artifacts	Repeatable Cycle	Pre-conference		0	Teacher completes; then evaluator edits and completes
		Informal Observation	See footnote*	5	Evaluator completes; then teacher views and completes
		Formal Observation/Performance Rubric	Required	4	Evaluator completes; then teacher views and completes
		Post-conference Planning		6	Evaluator completes; teacher cannot view at any time
		Project/Performance Rubric		9	Teacher completes; then evaluator edits and completes
Step 3: Student Growth Measures		SGM Ratings Worksheet	Required	upload bulk data or 1 item required (minimum)	Principal completes; teacher views
Step 4: Final Summative		Final Summative Rating	Required	1	Principal completes; then teacher views and completes

* Required by Ohio Revised Code but not required by eTPES to maximize flexibility for users and accommodate multiple observation cycles.

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