

Principal School Visits, Artifacts and Walkthroughs

	<i>Tool</i>	<i>Estimated Duration</i>	<i>Purpose</i>	<i>Steps</i>	<i>Evidence generated</i>	<i>Minimum Frequency</i>	<i>Other</i>
Included in the System	School Visit: Announced Observation (long)	30-60 minutes	Observation of educator (principal) to gather evidence of educator practice	<ul style="list-style-type: none"> • Observation (TS form)¹ • Feedback provided by evaluator within 1 week 	Evaluative evidence specific to the educator that can be tagged to a component	Once during a Summary Year by the Evaluator	May be used by peers across the Effectiveness Cycle for formative practice
	School Visit: Sampling (short)	15 minutes	Observation of educator (principal) and/or educator's (principal's) environment to gather evidence of educator practice	<ul style="list-style-type: none"> • Observation (TS form)¹ • Feedback provided by evaluator within 1 week 		2-3 over the full Effectiveness Cycle, minimum of twice during a Summary Year by the Evaluator	May be used by peers across the Effectiveness Cycle for formative practice Districts may use district-created observation tools ²
	Artifacts	None	Submitting evidence of practice or outcomes	<ul style="list-style-type: none"> • Upload document(s) 	Evidence within artifact tagged by principal to a specific component or SLO	As often as necessary	Focus on "high-leverage" artifacts that generate evidence for multiple components Can be principal or evaluator driven
Not Required	Walkthrough	5-10 minutes	Observing a specific idea, theme, trend, initiative, or topic across multiple buildings, classrooms or contexts (can be district-wide at this level)	<ul style="list-style-type: none"> • Observation (TS walkthrough tool or district created tool) 	Fidelity information or other broad view of theme, trend, or topic. Not intended to be used primarily for evidence collection on specific educator practices	As often as the building administrator or other administrator feels is necessary	Districts may use their own walkthrough tools Not required by the WIEE System

¹ – Evaluators may script observation notes using another tool or format and transfer them into Teachscape prior to tagging evidence from observations within Teachscape.

² – District-created mini-observation tools must be developed in such a way as to capture and document observable evidence of specific teacher practices. [Revised June 2014]