



## WI Educator Effectiveness (EE) System Documentation Elements

School districts and independent charter schools must maintain EE process records that demonstrate compliance with EE System requirements. Use of DPI forms will maintain compliance with all required element documentation for state model school districts and independent charter schools. The required elements reflected in the forms are described below. DPI provided forms for [teacher](#), [principal](#), and [assistant/associate principal](#) evaluations are available from our website in Google format (and coming January 2025 in Microsoft format).

### Required documentation elements:

(The requirement numbers reference the [EE Six Requirements resource](#).)

- **Educators complete a self-review on all the practice rubric components during their evaluation cycle.** *(requirement 3)*
  - Teachers identify levels of performance for the 22 Danielson Framework for Teaching (FfT) components.
  - Principals identify levels of performance for the 19 components (and all locally assigned components for Asst./Assoc. Principals based on job role) of the Wisconsin Framework for Principal Leadership.
  
- **Educators develop and complete annual goal setting, at least one student/school learning objective (SLO) and professional practice improvement efforts.** *(requirement 4)*

This includes the following:

  - SLO goal statement.
  - Professional practice improvement effort goal [incorporated into SLO strategies or as separate goal (PPG)].
  - Progress monitoring.
  - Mid-interval and End-of-interval reflection or summary.
  - Self-summary at end of year/interval using the Wisconsin SLO rubric.
  - Holistic (reflecting on all SLOs in an evaluation cycle) evaluative feedback on all WI SLO rubric components.
  
- **Evaluators conduct required EE conferences, including planning, mid-year, and end-of-cycle conferences.** *(requirement 5)*
  - Type and date of conference.
  - Other related data.

- **Evaluators conduct required observations of professional practice for each year.** *(requirement 6)*
  - Type and date of observation.
    - Announced Observation - Formal, announced observation event, including a pre-observation conference and a post-observation feedback conference. Once per cycle.
    - Mini-observation - Informal, unannounced observation event typically lasting 15 minutes. Minimally once per year and two in the last year of an evaluation cycle.
  - Data in observation forms including:
    - Observed evidence statements aligned to the components of the practice rubric.
    - Observer feedback on observed evidence.
- **Evidence collection aligned to practice rubric components and/or SLO.** *(related to requirement 6)*
  - Artifacts (documentation) with an explanation that provides evidence of specific practice components or SLO rubric criteria.
- **Evaluative feedback on the required components in the relevant rubric.** *(related to requirements 5 and 6)*
  - Use of required rubrics.
    - 2022 Danielson Framework for Teaching for teacher practice. *(Copyright by the Danielson Group. DPI has a use agreement with the Danielson Group)*
    - 2018 WI Framework for Principal Leadership for principal practice. *(Copyright by DPI)*
    - WI SLO Rubric for both teachers and principals.

**Other best practice elements included in the DPI-provided Google forms and (coming January 2025 Microsoft forms) include:**

- Focused language on areas of strength and areas for growth.
- Identification of focus areas for improvement efforts, evidence collection, and feedback for the year.
- Educator reflection (observation, goal progress, summative cycle, etc.).
- Review of all (compiled) cycle evidence (artifact and observation).

**Other EE Requirements to Document**

Other requirements not on DPI forms for which records must be kept include the following required EE System processes:

- Provide WI EE System orientation and training for educators and evaluators. *(requirement 1)*
- Evaluators certify in the relevant rubric and districts provide ongoing monitoring of inter-rater agreement (i.e. calibration). Note: This is provided annually by the DPI so only completion is be documented. *(requirement 2)*