WEB APPLICATION USER GUIDE

Career Ladder Data Submission (CLDS)

IDAHO STATE DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS | EDUCATOR EFFECTIVENESS

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OVERVIEW

The Career Ladder Data Submission (CLDS) provides the ability for a Local Education Agency (LEA) to submit and certify career ladder data, such as staff evaluation results for principals, pupil service staff members and instructional staff. It is designed to provide the ability for LEAs to submit and manage their own data and to reduce the burden of data submission to be in compliance with rules regarding reporting of staff evaluation data as passed by the Idaho State Board of Education.

If you have any questions or would like to receive additional information, contact:

Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0036
Fax: 208-334-2228

Contact Information

<table>
<thead>
<tr>
<th>Contact</th>
<th>Areas of Concern</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tyson Carter</strong></td>
<td>For questions regarding the teacher evaluation process.</td>
</tr>
<tr>
<td>Coordinator, School Improvement/Educator Effectiveness</td>
<td><strong>Also, resources can be found at the following location about Idaho’s staff evaluation process and requirements:</strong> <a href="http://www.sde.idaho.gov/federal-programs/ed-effectiveness/">http://www.sde.idaho.gov/federal-programs/ed-effectiveness/</a></td>
</tr>
<tr>
<td><a href="mailto:tcarter@sde.idaho.gov">tcarter@sde.idaho.gov</a></td>
<td></td>
</tr>
<tr>
<td>(208) 332-6917</td>
<td></td>
</tr>
<tr>
<td><strong>Chris Campbell</strong></td>
<td>Functionality of the application, such as uploading career ladder data and questions on the data structures.</td>
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<tr>
<td>Chief Technology Officer</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cacampbell@sde.idaho.gov">cacampbell@sde.idaho.gov</a></td>
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<tr>
<td>(208) 332-6970</td>
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<tr>
<td><strong>Todd King</strong></td>
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<tr>
<td>IT Resource Manager</td>
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</tr>
<tr>
<td><a href="mailto:tking@sde.idaho.gov">tking@sde.idaho.gov</a></td>
<td></td>
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<tr>
<td>(208) 332-6937</td>
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<td>Cheryl McMurtrey</td>
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<td>ISEE Technical Coordinator</td>
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<td>(208) 332-6941</td>
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<td>Roger Evans</td>
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<td><a href="mailto:revans@sde.idaho.gov">revans@sde.idaho.gov</a></td>
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</tr>
<tr>
<td>(208) 332-6982</td>
<td></td>
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<tr>
<td>SDE Support Desk</td>
<td>For all other technical questions and/or issues not related to how the application functions. For example, getting access to the application and user account issues.</td>
</tr>
<tr>
<td><a href="mailto:support@sde.idaho.gov">support@sde.idaho.gov</a></td>
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<td>(208) 332-6987</td>
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INTRODUCTION

The Career Ladder Data Submission (CLDS) was created to provide district and school personnel a means to submit and certify career ladder data, such as staff evaluation results for principals, pupil service staff members and instructional staff. The collection of evaluation data is required in order to be in compliance with IDAPA rule 08.02.01.251.

ACCESS TO CLDS

There are currently two levels of access to CLDS. By default, superintendents and charter administrators have full access to CLDS on behalf of their Local Education Agency (LEA).

This access allows the user to upload and edit information, review information, and to certify and submit data to the State Department of Education.

Full Access to the CLDS application is assigned to the following role in the ISEE Application Admin Tool: **Superintendents**

Any new staff assigned to this role will inherit access to Staff Evaluation.

A second level of access is available to provide the ability to upload and edit information and to review information. This lower level of access does not have the ability to certify and submit data to the SDE.

Limited Access may be assigned to those district personnel tasked with uploading/editing evaluation data. This level provides access to all tasks within the application, except for the ability to submit/certify the data to the SDE. This access is manually assigned through the ISEE Application Admin Tool.

Provisioned Admin tool role: **Staff Evaluation Editor**

For information about accessing CLDS, contact your district Technology Coordinator or see the following: [http://www.sde.idaho.gov/tech-services/isee/training/general/Administration-Tool-Application.pdf](http://www.sde.idaho.gov/tech-services/isee/training/general/Administration-Tool-Application.pdf)

USING THE APPLICATION

Logging in to the CLDS application

1. Navigate to the ISEE Portal ([https://isee.sde.idaho.gov](https://isee.sde.idaho.gov)) and sign in. Contact your district technology coordinator to gain login credentials.

2. Choose Career Ladder Data Submission (CLDS) or Staff Evaluation Data Collection Application, under the My Applications menu on the ISEE Portal homepage.
Submitting/Adding Evaluators

*Note: If you have collected your staff evaluation data in a spreadsheet, please skip to section 5) Upload Evaluators for instructions on how to upload your spreadsheet file.*

To submit staff evaluator information manually, select *Evaluators* from the menu options at the top and select *Add Evaluators.*
This form displays your staff evaluators.

Important: Evaluators must exist in the system before evaluations can be entered and completed.

At the top of the page is a summary to aid you during evaluator entry. This summary information shows counts of how many evaluators have met the renewal requirements, counts of how many haven’t, and the total number of evaluators that have been entered.

Click on the Edit button to edit an individual evaluator’s record and confirm or update their administrator renewal requirement status.

To add an individual evaluator, click on the AddEvaluator button on the screen.
**Important:** Evaluators are required to be entered before evaluations can be submitted.

**Note:** Validation is performed to make sure the name matches the EduID.

- Complete the First Name, Middle Name, Last Name and EduID information.
- If the evaluator has met the Administrator Renewal Requirements answer YES, if they have not, then answer NO.
- Examples of Administrator Renewal Requirements are:
  - passing the Teachscape exam
  - 3 credits in the statewide framework for teacher evaluation with a laboratory component.
  - This information will need to come from the evaluator themselves.
- Once you select the Met Administrator Renewal Requirements, then choose **Save**. The evaluator has now been added to the evaluator list.

### Submitting/Editing Evaluations

**Note:** If you have collected your staff evaluation data in a spreadsheet, please skip to section 4) Upload Evaluations for instructions on how to upload your spreadsheet file.

To submit staff evaluation information manually, select **Evaluations** from the menu options at the top and select **Edit Evaluations**.
The roster information displayed comes from ISEE. This form displays your principals, pupil services staff members, and instructional staff. 

**Important:** Evaluators must exist in the system before evaluations can be entered and completed.

**Note:** Evaluators cannot evaluate themselves. In the event that an evaluator attempts to add their own evaluation, the following message appears, “The evaluator cannot perform their own evaluation.”

**Important:** Staff members appear on this list based on the contracts and assignments reported for them in ISEE. If a staff member is not in this list but should be, an ISEE resubmission to correct data will likely be required.
At the top of the page is a summary to aid you during evaluation entry. This summary information provides the status of evaluations. Included are the total number of staff members listed in the roster, total number of incomplete evaluations, and the total number of complete evaluations.

Click on the **Edit** button to edit an individual staff member’s record and confirm or update their evaluation.

If the **Status** on the staff record is *Error - Incomplete*, the following form appears.

If the staff member is a principal:

- Once you select an **Evaluation Result**, the screen will prompt you for an **Evaluation Date**. Enter the date and choose **Save**. The principal’s evaluation is now ready for submission.

If the staff member is an instructional staff or pupil services staff member, select an **Evaluation Result**.

- If an evaluation was completed for this staff member, select one of the **Evaluation Result** options:
  - 1 – Unsatisfactory, 2 – Basic, 3 – Proficient, or 4 – Distinguished.
- If an evaluation was not completed for this staff member, one of the following **Evaluation Result** options must be selected.

**Important:** R – Roster Incorrect would only be selected if an individual appears in the list but did not receive an evaluation of the expected type (Principal or Instructional/Pupil Services); N – No Evaluation should only be used if no other reason fits the situation.
Once you select an *Evaluation Result* the following screen appears.

### Add/Edit Evaluation

An evaluation result is required for all staff in the roster.

<table>
<thead>
<tr>
<th>Butler, Jimmy (000068849)</th>
<th>Evaluation Result: 2 - Basic</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evaluation Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluated By:</td>
</tr>
<tr>
<td>Number of components rated unsatisfactory:</td>
</tr>
<tr>
<td>Did majority (50%+1) of students meet targets?</td>
</tr>
<tr>
<td>Did the employee have an individualized professional learning plan?</td>
</tr>
</tbody>
</table>

#### Student Achievement Indicators

- [ ] ISAT
- [ ] Student Learning Objectives
- [ ] Formative Assessment
- [ ] Teacher-Constructed Assessments of Student Growth
- [ ] Pre-and-Post Tests
- [ ] Performance Based Assessments
- [ ] Idaho Reading Indicator (IRI)
- [ ] College Entrance Exams (ACT, SAT, PSAT, etc)
- [ ] District Adopted Assessments
- [ ] End of Course Exams
- [ ] Advanced Placement (AP) Exams
- [ ] Career Technical Exams (CTE)

#### Student Success Indicators

- [ ] Students’ 504 or IEP Plans
- [ ] Students’ Behavior Improvement Plans
- [ ] School/District Identified Student Objectives

All fields on the form must be filled in as follows:

- **Evaluation Date:**
  Enter the actual date the evaluation was completed. If you have staff evaluation dates that extend beyond June 1st (defined by Idaho Code 33-514), you will be requested to certify that you accept this discrepancy during the submission process.

- **Evaluated By:**
  The name of the person who performed the evaluation.

- **Number of components rated unsatisfactory:**
  Enter a value between 0 – 22.
• **Did majority (50% + 1) of students meet targets?**
  Enter a Y or N value.

• **Did the employee have a Professional Learning Plan?**
  Enter a Y or N value.

• **Which indicators were used:**
  Select each *Student Achievement Indicator* or *Student Success Indicator* used to
evaluate the staff member.

Upon completion of the form, select **Save** or **Cancel**. **Save** readies the staff evaluation record
for submission, but can still be edited up until the point that all evaluations are certified and
submitted. **Cancel** will not save your changes.

If the **Status** is anything other than **Error - Incomplete**, the **Add/Edit Evaluation** form
appears prefilled with existing information as was previously entered. The evaluation may then
be edited and saved as above.

**View Evaluations**

Evaluations that have been entered and are ready for submission appear on the **View
Evaluations** screen. Additionally, evaluations that have been submitted using the **Certify and
Submit** option will also appear here.

This form allows you to view the evaluation information and to see detailed information on
revisions.

• This screen displays the number of times a revision occurred over time and the detail per
revision, in the **Rev #**.
• If changes need to be made and evaluations have not been submitted and certified, go back to the *Edit Evaluations* form and make any necessary changes.

• To see evaluation revision history, click on the number that appears in the *Rev #* column. The following screen appears.

![View Evaluation Revisions](image)

• Clicking on the *View* button displays the *View Evaluation* screen.

**Upload Evaluators**

If you have prepared your evaluator data in a CSV file (file specification found in Appendix II), select *Upload*, then *Evaluators* from the menu at the top of the screen. You will see the following:

![District Evaluator File Upload](image)
Click on the **Select files . . .** button and browse to find your file. After selecting, the file appears on screen as shown:

![District Evaluator File Upload](image)

**Note:** If you selected the wrong file, select the **×** button on the form to the right of the file name and the file will be removed so you can now select the correct one.

The Evaluator upload will add new evaluator data, but will not change or remove data for existing evaluators. Updates must be done in the application.

Upon upload, an **Upload Summary** screen appears listing the individual evaluator records in the upload file. This is an information screen and does not require action.

![Evaluator Upload Summary](image)

Other possible errors that can occur:

- **Failed to Validate**
  - One or more values in the row didn’t match the expected values.
  - EduID isn’t 9 characters long
• **Solution:** Fix the bad value(s) and upload again, or add evaluation through Edit Evaluations page

• **Validated**
  - Whether EduID names match and/or if the Met Renewal Requirements is valid.

• **Conflicts**
  - Checks whether the evaluator has been submitted already.

### Upload Evaluations

If you have prepared your staff evaluation data in a CSV file (file specification found in Appendix II), select **Upload** from the menu at the top of the screen. You will see the following:

Click on the **Select files . . .** button and browse to find your file. After selecting, the file appears on screen as shown:

If you currently have evaluation data in the application and you wish to update existing data with the new data that is in a CSV file, select the **Update Existing Evaluations** checkbox.
Checking this box will update any evaluations in the application with the updated information from the file you are uploading.

Upon upload, an **Upload Summary** screen appears listing the individual evaluation records in the upload file. This is just an information screen and thus does not require action.

If the bottom of the form displays a **Reprocess Conflicts as Updates to Evaluations** button as shown in the following image, this means there are exact records already existing in the application that match records in the new file you are uploading. Clicking on this button will perform the same function as selecting the **Update Existing Evaluations** checkbox. See additional information in the following section.

Other possible errors that can occur:
• **Failed to Validate**
  One or more values in the row didn’t match the expected values
  - EduID isn’t 9 characters long
  - EvalDate isn’t a valid date
  - NumUnsatisfactory isn’t actually a number
  - Evaluator Staff ID doesn’t match evaluator for district and year in the system

• **Solution:** Fix the bad value(s) and upload again, or add evaluation through Edit Evaluations page

• **Not in Roster**
  - The EduID/EvalType combination does not match with a record in the roster for the selected district and school year

• **Solution:** Verify that EduID and EvalType mismatches are addressed. If this does not solve the issue, correct ISEE upload.

• **Previous Evaluation Exists**
  - An evaluation for that particular person and EvalType is already in the system, and the checkbox to Update Existing Evaluations is NOT checked.

• **Solution:** If the existing row needs to be imported, click **Reprocess Conflicts as Updates to Evaluations** or update through Edit Evaluations page

• **Person and Type Duplicated in Upload**
  - The same EduID/EvalType combination occurs two or more times in the file.

• **Solution:** Remove duplicate rows or add evaluation through Edit Evaluations page.

**Viewing Upload History**

Once you leave the **Upload Summary** screen and you want to view your uploaded file information again, select **Upload** from the menu bar at the top. The **Upload History** section is at the bottom of this form.

**Note:** Both **Upload Evaluators** and **Upload Evaluations** have similar screens.
On the Upload History screen, in the File Name column, a link to the original uploaded file and a link to the Summary of the upload appear in the Summary column. The Summary information is the same information that appears as described in section 4) Upload Evaluations.

Submitting Evaluations

Your evaluation data must be submitted using the process on this page before they are considered certified and submitted.

- All evaluations must be complete or the Submit Evaluations to SDE button on the form will not appear. If errors exist, the form will appear as follows:

<table>
<thead>
<tr>
<th>Total Evaluations</th>
<th>34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>0</td>
</tr>
<tr>
<td>1 - Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>2 - Basic</td>
<td>0</td>
</tr>
<tr>
<td>3 - Proficient</td>
<td>0</td>
</tr>
<tr>
<td>4 - Distinguished</td>
<td>0</td>
</tr>
<tr>
<td>Error - incomplete</td>
<td>34</td>
</tr>
</tbody>
</table>

***Submissions cannot be made if there are any errors. All warnings should be reviewed and verified prior to submission.

- Once existing errors have been corrected and you are ready to certify and submit, the form appears as follows:
In the above example, one evaluation is outside of the expected date range. In a case like this, you will be requested to certify that you accept this discrepancy. If no date range discrepancies occur, this warning will not appear on the screen.

Upon checking the box, the **Submit Evaluations to SDE** will become active.

Clicking on the **Submit Evaluations to SDE** button results in the following:

- If you’ve decided that additional changes need to be made or you want to double check that you’ve entered evaluation information correctly, select **No**, otherwise select **Yes**, to submit your evaluation to SDE.

- Upon successfully submitting your evaluations, the following message appears:

```
Evaluations Submitted
Evaluations have been submitted to SDE for the current school year. Note that no further additions, edits, or file uploads are allowed.
```

Congratulations! You have successfully submitted your staff evaluation data to SDE, from this point, evaluation data can only be viewed for informational purposes.
GRID FUNCTIONALITY

There are three forms or grids in the application that can be customized to perform filtering to help you quickly find information. These forms or grids in the application are Edit Evaluations, View Evaluations, and Upload History. There are also corresponding grids for Evaluators. For these forms, the view can be modified by dragging column separators and using the filter option on each column. In the following examples, the View Evaluations form will be used.

In the following example, the filter icon was clicked on in the Type column resulting in a pop-up window with additional options. As you can see in the example, principal was entered, then the Filter button was selected. In the resulting screen, only principal records displayed.

Only principal records display as seen in the following example.

Reselecting the filter icon again in the Type column and selecting Clear will reset the information in the grid.

If you want to group the onscreen results by Rev # and School, drag the Rev # and the School column headers to the area on the form, as seen in the following example. Note that
column headers **Rev #** and **School** now appear just below **Export to CSV** on the form and the information is grouped by **Rev #** and **School**.

If you want to remove a filter, click on the icon beside the filter name to close it or remove it.

The filters created are only active in the current sessions. When you exit the form, the filters reset to the default values.
FREQUENTLY ASKED QUESTIONS (FAQ)

Q. I submitted evaluations and discovered that the roster does not contain staff members that should be there. What do I do?

   A. If you do not see a staff member on this list, you must update that staff member through ISEE. They will be uploaded through that system and updated on this list.

Q. I’m a school superintendent and I teach class rarely. Do I need to submit an evaluation?

   A. It is not required to submit an evaluation for superintendents performing a superintendent role. The roster is built based upon information submitted in ISEE. If the superintendent has only an administrative contract and has assignments for superintendent as well as instruction, it will not display in the roster. If the superintendent is reported in ISEE with multiple contracts (administrative and another contract to cover instruction with associated assignments), then the superintendent will show in the roster with an expectation of an instructional evaluation.

Q. When I uploaded a file, the Upload Summary form showed red warnings in the Validate column, how do I fix this?

   A. To fix these errors, select Edit Evaluations, select the staff record, and make the corrections. Or, fix the record in the file, then upload it again.

Q. Can I submit my files in Excel format?

   A. Uploaded files must be in ".csv" format. This is a file that may be edited in Excel. If your files is an Excel file, you must save it as a ".csv" file before uploading.

Q. Do I have to submit an evaluation for a long-term sub that we hired for a full semester?

   A. If a staff member was reported in ISEE properly as a long-term sub (i.e. the teaching role for every assignment was “L – Long Term Sub”, the staff member will not appear in the Staff Evaluation roster.

Q. What do I do if no evaluation was done for a teacher/principal?

   A. An evaluation result must be selected. If no evaluation was performed, the evaluation result should be reported with the proper reason code.

Q. I want to submit evaluations and the program is displaying “none available” when adding an evaluation/the upload summary says the evaluatorStaffID column is empty. What do I do?

   A. Evaluators must be added. See section 2) Submitting/Adding Evaluators and/or section 5) Upload Evaluators.
Q. What does “met admin renewal requirements” mean?

A. Idaho Code §33-1204 states that administrator certificate holders must complete a course consisting of a minimum of three (3) semester credits in the statewide framework for teachers evaluations, such course shall include a laboratory component.

When an individual renews their administrative certificate, they must have 6 credits within 5 years. Three (3) of those credits must be the above mentioned credits.
APPENDIX I. GLOSSARY

Instructional personnel – Those involved in the direct instruction of a student or group of students and who hold an Idaho certificate issued under Section §33-1201 Idaho Code.

Pupil Services Staff Members – same as PPS, Pupil Personnel Services – Those who provide services to students but are not involved in direct instruction of those students and hold a PPS certificate.

LEA – Local Education Agency.

CSV – Comma Separated Value formatted file. This may be the format of evaluation data originally entered prior to uploading into the SEDC application.

APPLICABLE STATUTE, RULE, OR POLICY - IDAPA rule 08.02.01.251.

Article IX, Section 2 of the Idaho Constitution

### APPENDIX II. CAREER LADDER DATA SUBMISSION FILE LAYOUT SPECIFICATIONS

#### Career Ladder Data Elements

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<thead>
<tr>
<th>Section</th>
<th>Item</th>
<th>Field Name</th>
<th>Definition</th>
<th>Data Type</th>
<th>Data Length</th>
<th>Format</th>
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<td>id</td>
<td>Staff member's unique identifier</td>
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<td>1950181950</td>
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<td>Last name of the staff member</td>
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<td>25</td>
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<td>1</td>
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**NOTE:** The fields marked with an asterisk (*) are mandatory and must be populated for the submission to be considered valid.
### Career Ladder Data Option Set

<table>
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<tr>
<th>Option Set Name</th>
<th>Code</th>
<th>Option Name</th>
<th>Option Definition</th>
<th>Examples (under maintenance)</th>
<th>Alt</th>
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<tbody>
<tr>
<td>Evaluation Result</td>
<td>1</td>
<td>Unsatisfactory</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td>1. For example, a teacher is hired mid-year to replace a teacher on sick leave for the remainder of the school year and is hired on a contract rather than as a long-term sub.</td>
<td>1</td>
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<tr>
<td>Evaluation Result</td>
<td>2</td>
<td>Basic</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>3</td>
<td>Probation</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td>2. For example, a teacher is hired mid-year to replace a teacher on sick leave for the remainder of the school year and is hired on a contract rather than as a long-term sub.</td>
<td>3</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>4</td>
<td>Disqualified</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>5</td>
<td>Decased</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>H</td>
<td>Late Hire</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td></td>
<td>6</td>
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<tr>
<td>Evaluation Result</td>
<td>L</td>
<td>Leave</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td>3. For example, if a staff member was primarily a Principal with valid Principal assignments, he/she would appear in the roster expecting a Principal Evaluation. If the Principal is appointed in iSEE as also having Instructional assignments, he/she may also appear in the roster with a Principal Evaluation.</td>
<td>7</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>R</td>
<td>Reassigned</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td>5. If the Principal is appointed in iSEE as also having Instructional assignments, he/she may also appear in the roster with a Principal Evaluation. If the Principal should not have been added in this way, and should only have the Principal Evaluation, the roster would report the reassignment as described with a result of &quot;R&quot;, to indicate that it was entered incorrectly and not evaluated.</td>
<td>8</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>T</td>
<td>Early Termination</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td>4. For example, if a staff member was primarily a Principal with valid Principal assignments, he/she would appear in the roster expecting a Principal Evaluation. If the Principal is appointed in iSEE as also having Instructional assignments, he/she may also appear in the roster with a Principal Evaluation.</td>
<td>9</td>
</tr>
<tr>
<td>Evaluation Result</td>
<td>N</td>
<td>No Evaluation</td>
<td>This option would only be selected if the staff member was not evaluated by the district due to being absent due to illness, or if the school year was ended before the evaluation date was completed.</td>
<td>6. For example, if a staff member was primarily a Principal with valid Principal assignments, he/she would appear in the roster expecting a Principal Evaluation. If the Principal is appointed in iSEE as also having Instructional assignments, he/she may also appear in the roster with a Principal Evaluation.</td>
<td>10</td>
</tr>
<tr>
<td>Evaluation Type</td>
<td>P</td>
<td>Principal</td>
<td>This option would be used to indicate that the evaluation was performed for a staff member role as a Principal includes Vice Principals, Charter School Administrators, etc. Note: If the individual has a role as a District School Administrator, but does not have a Superintendent or Superintendent Enforcement, the individual should receive an evaluation as a Principal.</td>
<td></td>
<td>1</td>
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<tr>
<td>Evaluation Type</td>
<td>I</td>
<td>Instructional/Pupil Services</td>
<td>This option would be used to indicate that the evaluation was performed for a staff member role as an instructional staff member or pupil services staff member.</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

| Yes/No | Y | Yes | This would indicate that the answer to the question "Yes". | 1 |
| Yes/No | N | No  | This would indicate that the answer to the question is "No". | 2 |
### Career Ladder Data Option Set

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Field Name</th>
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<th>Data Type</th>
<th>Length</th>
<th>Format</th>
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<td>0</td>
<td>StaffEvaluator</td>
<td>Version 2.0</td>
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<td>IdStaffId</td>
<td>The unique Idaho identification number for the person performing evaluation(s).</td>
<td>VarChar</td>
<td>9</td>
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<tr>
<td>2</td>
<td>lastName</td>
<td>The name borne in common by members of a family.</td>
<td>VarChar</td>
<td>35</td>
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<tr>
<td>3</td>
<td>firstName</td>
<td>A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.</td>
<td>VarChar</td>
<td>35</td>
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<td>Required</td>
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<td>middleName</td>
<td>A secondary name given to an individual at birth, baptism, or during another naming ceremony. Only required if staff member actually has a middle name.</td>
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<td>metRenewalReq</td>
<td>Whether the person performing evaluation(s) have met the Administrator Renewal Requirements (Y) or have not met the requirements (N)</td>
<td>OptionSet</td>
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<td>X</td>
<td>Yes/No</td>
<td>Conditional</td>
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</table>

### Option Set - Schools

The list of school codes is extensive. The most current list of school codes used to populate the `schoolId` field may be found in the *Staff Evaluation Items and Option Set* file.