Any local superintendent not implementing the EDUCATEAlabama online process or who has decided to move from a locally developed process to EDUCATEAlabama implementation in 2012-2013 must complete the attached LEA Educator Formative Evaluation 2012-2013 Intent Form and electronically submit it no later than August 1, 2012, to:

Alabama Department of Education
Office of Teaching and Leading
EDUCATEAlabama/LEADAlabama Section
educatealabama@asc.edu
Questions: 334-353-8924

The completed Intent Form will provide assurance that the following SDE criteria for a locally developed formative evaluation process for educators will be implemented through your school system’s local process in 2012-2013.

**Educator Information – On file at the LEA for all educators, regardless of evaluation cycle for the current year:**

- Educator’s name - First/Middle/Last
- Date of birth (DOB) and Social Security Number (SSN)
- Novice, non-tenured, or veteran/tenured
- University preparatory program completed
- LEA and school
- Grade level(s) and/or content area(s)
- Type of certificate(s) held
- Evaluator’s name and position

**Formative Evaluation Process:** LEA’s method for documenting that the following will be and/or has been completed:

**Beginning – Academic Year – All Educators, regardless of evaluation cycle**
- Self-assessment using the Alabama Quality Teaching Standards (AQTS) and Alabama Continuum for Teacher Development.
- Initial dialogue between the teacher/educator and the evaluator discussing the completed self-assessment.
- Completed Professional Learning Plan (PLP) based on the self-assessment and initial dialogue.

**During – Academic Year**
- All Educators: Completed professional study and supporting evidence supporting the PLP content.
- Educators on full evaluation cycle: Two unannounced observations and subsequent dialogues based on PLP content, in addition to other supporting evidence throughout the year.

**End – Academic Year – All Educators, regardless of evaluation cycle**
- Completed Evidence Summary Report and close-out of the EDUCATEAlabama process.

**SDE Approved for Dissemination**

Thomas R. Bice
State Superintendent of Education

Date: 5/10/12