



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: K-12 District Superintendents

From: Dr. Rebecca Estes, Assistant Secretary for Educator Talent

Date: July 5, 2024

Subject: Staff Performance Evaluation Plan Submission for SY 24-25

Each school corporation must develop or adopt a plan for **annual** performance evaluations for each certificate employee. A school corporation may adopt the Indiana Department of Education's (IDOE's) [model plan](#) or adopt or establish any other staff performance evaluation plan.

The plan must include an annual designation of each certificated employee in one of the following rating categories:

1. Highly Effective
2. Effective
3. Improvement Necessary
4. Ineffective

The requirements for designation in each rating category are to be determined by the school corporation. Please note, [Senate Enrolled Act 486](#) (2023) removed the requirement to include a definition for negative impact in the staff performance evaluation plan.

Submission

Each school corporation **must** submit its staff performance evaluation plan to IDOE via [Jotform](#) by Friday, September 13, 2024. Staff performance evaluation plans for all certified employees, including teachers and administrators, must be combined into a single document and submitted in PDF format via [JotForm](#). Other formats will not upload.

Please contact eel@doe.in.gov with questions.