



# Teacher and Principal Evaluation Data Collection Manual 2021-2022

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**MARYLAND STATE DEPARTMENT OF EDUCATION**

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## Introduction

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The purpose of this manual is to guide the preparation and submission of Teacher and Principal Evaluation (TPE) data for the 2021–2022 school year. The manual is recommended to be used by local accountability coordinators when preparing and transferring the TPE data to the Maryland State Department of Education (MSDE). It could also serve as guidance for other staff members at local school systems (LSS) who are involved in the process of teacher and principal evaluation.

In 2013, the Maryland State Department of Education (MSDE) collaborated with stakeholders to establish a teacher and principal evaluation system to measure the effectiveness of teachers and principals in Maryland public schools. [The Education Reform Act of 2010](#) and [Code of Maryland Regulation \(COMAR\) 13A.07.09](#) describe the requirements for TPE in Maryland. LSS may implement a locally developed model that is developed with exclusive bargaining units and approved by MSDE. If any LSS and their bargaining unit cannot reach consensus, then the LSS must implement the state model. The state evaluation model is comprised of equally weighted professional practice and student growth components.

Both teacher and principal evaluations consist of measures of professional practice and student growth. The professional practice domain of the teacher evaluation system includes planning and preparation, classroom environment, instruction, and professional responsibility. The professional practice domains for the principal evaluation system align with the [Professional Standards for Educational Leaders](#) (PSEL), which were adopted by the Maryland State Board of Education in 2017.

Student growth must be a significant component of the evaluation and composed of multiple measures. In addition, student growth measures may not be based solely on an existing or newly created single examination or assessment. The evidence of student learning can consist of student work, teacher-developed initiatives, portfolios, projects, student test data, artifacts, and other statements ([COMAR 13A.07.09.04](#)). Student growth is often calculated as part of a student learning objective but can also be in the form of a local school system developed measure or a whole school measure.

As required by the law, no single measure represents more than 35 percentage points of the entire model ([The Education Reform Act of 2010](#)). In addition, [13A.07.09.04B\(6\)\(a\)](#) states that student growth must be a significant component of the evaluation, which means no less than 30 percentage points of the entire model. As a result, professional practice can be a maximum of 70 percentage points. Each measure of professional practice and student growth can be individually weighted in alignment with the point requirements stated above.

Under [COMAR 13A.07.09](#), LSS are required to report a summative effectiveness ratings of highly effective, effective, or ineffective for each teacher and principal annually. In the 2017-18 school year, MSDE added a fourth tier, developing, that LSS may report. All teachers of record and principals are required to be evaluated annually. According to the [2019 Student-Course-Grade-Teacher \(SCGT\) Collection Manual](#), the “teacher-of-record” is the teacher “who delivered the majority of instruction for a particular course or subject to the student, or class of students, during the course-marking term and is responsible for reporting the student’s final grade. They do not include: curriculum specialists, guidance counselors, librarians, media specialists, instructional aides, attendance personnel, health services personnel, psychologists, social workers, clerical personnel, community college staff, or any other

individual whose primary function does not require skill in the field of education and who is not responsible for the day-to-day instruction of the same group of students.”

All principals, non-tenured teachers, ineffective teachers, and teachers in the first year of the evaluation cycle are evaluated annually on professional practice and student growth. Tenured teachers rated as effective or highly effective are evaluated annually on student growth and may be assigned their previous professional practice evaluation in years two and three of the three-year evaluation cycle.

## Updates for School Year 2021-2022

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Listed below are updates for the 2021-2022 submission process.

1. The submission window for evaluations is unchanged. Submission Window:
  - a. The teacher file, submission window opens on June 24, the last Friday of June. The teacher data are to be submitted by July 29, the last Friday of July.
  - b. The principal file, submission window opens on August 12, the second Friday of August. The principal data are to be submitted by September 9, the second Friday of September.
2. There is an additional field for observer, this field is to denote who conducted the observations of the educator such as their supervisor or a third-party evaluator. These new fields have **green** text in the [Teacher](#) and [Principal](#) Record Layout tables (Tables [2](#) and [3](#)).
3. There are additional codes for each SLO Type field to include additional options to assessments. These codes include 5=Portfolios, 6=Student work, and 7=Teacher-developed Initiatives. Codes for the assignment methods have been updated to reflect the current submission year, these codes have **green** text in the [Teacher](#) and [Principal](#) Record Layout tables (Tables [2](#) and [3](#)).
4. If you are reporting a “N” for Professional Practice year (Field identifier PP\_Eval\_Year), please include the data of the last completed professional practice evaluation.
5. Along with the evaluation data submission for the 2021-2022 school year, every local school system (LSS) will submit a cover letter with both their teacher and principal evaluation data similar to the 2020-2021 submission. For the 2021-2022 school year, the contents to be included have been expanded to also incorporate:
  - a. An explanation of what the use of the “Other” code means for any of the fields. For example, using the code 8-Other for SLO1 Type describe the type of evidence of student growth that was used for the teacher’s or principal’s SLO.
  - b. Cover letter templates and samples for both the [Teacher](#) and [Principal](#) data submissions have been provided as part of the [submission resources](#).

## Specific Data Reporting Requirements

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Listed below are specific requirements for the submission of TPE data:

1. All data files are to be in comma separated value (csv) format.
2. All missing or null data are to be filled with "NULL".
3. If a measure (any variable in the sample file) is not used, it is treated as null.
4. A separate record is to be reported for each educator.
5. Each record is to have the ten-digit State Assigned Teacher ID (SATID) assigned in the Unique Teacher Identifier system (UTIS).
6. No single measure represents more than 35 percentage points of the entire model.
7. Sum of points for professional practice and student growth must be equal to 100 percentage points, while sum of earned points must be smaller or equal to 100 percentage points.



## Data Submission Process

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LSS are required to submit and retrieve all TPE data via the [MSDE Secure Web Client](#), for which you will need possess authorized credentials, located at <https://sst.msde.maryland.gov/> and accessible via the Internet Explorer browser. In accordance with guidance by the Attorney General's Office, these data may not be sent as e-mail attachments. If you do not already have authorized credentials, please contact the Division of Career and College Readiness Education Data, Research, and Evaluation Specialist, Katherine Stewart, at [Katherine.Stewart@maryland.gov](mailto:Katherine.Stewart@maryland.gov) or 410-767-4178.

Please follow the steps outlined below when submitting and retrieving TPE data:

1. Upon accessing the MSDE Secure Web Client, an authentication window will appear prompting you to enter your username and password. Please do so and click on the Log In button.
2. Scroll down and click on the TPE folder designated for your LSS (e.g., for LSS 01, the folder's name is SF-TPE-LSS01). The folder contains two subfolders, TO\_MSDE and FROM\_MSDE.
3. To submit TPE data to the MSDE, you will select the TO\_MSDE folder. You can use either of the following two ways to upload files: manually dragging and dropping files or using the Upload button. To use the Drag and Drop method, open the folder containing the files you wish to submit and drag and drop them manually into the TO\_MSDE folder. To use the Upload button, please click on it, and when an Explorer window opens on your computer, navigate to the folder that contains the files you wish to submit and select them. Next, click on the Open button so that the file can be uploaded to the TO\_MSDE folder.
4. To receive a file uploaded by the MSDE, you will select the FROM\_MSDE folder. All files uploaded by the MSDE will be listed in the "Files" section. To download a file, click on the filename under the "Name" column and the file will be automatically downloaded to your computer's default Download folder. Alternatively, you can right-click on the file and select Download from the Pop-Up menu.
5. To log out of the system, please select the down arrow in the upper right corner of the screen near your username, and then select Log Out from the Pop-Up menu.
6. Contact the data analyst at the MSDE via phone or e-mail to notify that the TPE data files are submitted.



## The MSDE Contact Information

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For timeline, data element definition, file format, submission procedures, and Secure Web Client support, please contact:

- Dr. Katherine Stewart, Education Data, Research, and Evaluation Specialist, Division of Career and College Readiness, 410-767-4178 or [katherine.stewart@maryland.gov](mailto:katherine.stewart@maryland.gov)

For additional questions related to the Teacher and Principal Evaluation Model, please contact:

- Dr. Lori Ellis, Coordinator of Leadership Development, Office of Leadership Development and School Improvement, 410-767-0377 or [lori.elis@maryland.gov](mailto:lori.elis@maryland.gov)

## Table 1. Data Definitions

<b>LSS Number</b>	The two-digit state designation of the local school system.
<b>School Number</b>	The four-digit code assigned to the school building. A list of valid school numbers for each local education agency will be supplied by the MSDE upon request.
<b>Identification Number</b>	The ten-digit State assigned Teacher identification (SATID) assigned in the Unique Teacher Identifier System.
<b>Tenure Status</b>	Report the tenure status of the teacher. Y = Yes; N = No Note: Nontenured is meant for those teachers with less than 3 years of experience.
<b>SLO 1 outcome type</b>	This is the field to indicate whether Student Learning Objective (SLO) 1 outcome is based on a state assessment, system assessment, school developed assessment, teacher made assessment, or others. If this information is not available, then fill the field with "NULL."
<b>SLO 1 design</b>	This is the field to indicate whether SLO 1 is designed by teacher, principal, system staff, or others. If this information is not available, then fill the field with "NULL."
<b>SLO 2 outcome type</b>	This is the field to indicate whether Student Learning Objective (SLO) 2 outcome is based on a state assessment, system assessment, school developed assessment, teacher made assessment, or others. If this information is not available, then fill the field with "NULL."
<b>SLO 2 design</b>	This is the field to indicate whether SLO 2 is designed by teacher, principal, system or others.
<b>SLOs, other</b>	Most LSS will use at least two SLOs.
<b>State Whole School Measure</b>	If LSS use Maryland School Report Cards indicators as part of evaluation, report which indicators used, percentage points held within the model and actual percentage points earned. If this is not used, then fill the field with "NULL."
<b>Local Whole School Measure</b>	If LSS use the local whole school measure as part of evaluation, report the percentage points held within the model and actual percentage points earned. If this is not used, then fill the field with "NULL."
<b>LSS-defined Student Growth Measure</b>	Varies based on school system. Measures may include local benchmarks, student growth models, surveys measures, etc. Reported same as other measures: percentage points held within the model and actual percentage points earned.
<b>Summary Student Growth Rating</b>	Highly Effective (H), Effective (E), Developing (D) or Ineffective (I). This is a summary of performance on all student growth ratings used by the LSS.
<b>Total Effectiveness Rating</b>	Highly Effective (H), Effective (E), Developing (D) or Ineffective (I). This is the LSS' OFFICIAL personnel evaluation for the 2021-2022 school year. This is the rating that will be used in the MSDE summary reporting.

# Sample Record

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Please see csv formatted data templates and the sample csv formatted data for the [teacher](#) and [principal](#) data submissions.

## Table 2. Teacher Record Layout

**TABLE 2.1 TEACHER IDENTIFIERS AND EXPERIENCE**

(Green text represents 2021-2022 changes)

Field Name	Identifier	Type	Description	Comments
LSS	LSS_NUMBER	C	LSS Code 01-24, 30, 32	Same as used in Staff Reporting Manual
School Number	SCHLID	C	Must be the valid MSDE assigned number	Same as used in Staff Reporting Manual
Principal Identification Number	SATID	N	The ten-digit State Assigned Teacher Identification (SATID) assigned in the Unique Teacher Identifier System (UTIS)	Same as used in Staff Reporting Manual
New to Position	NEW_POSITION	C	Y = Yes; N = No	If they have been a principal less than 1 year, Y, otherwise, N
New to Building	NEW_BUILDING	C	Y = Yes; N = No	If they have been current building in any capacity less than 1 year, Y, otherwise, N
Quarter Started Employment	STARTING_QUARTER	N	0 = Started prior to the students returning; 1 = Started after the students returned in the first quarter; 2 = Started in the second quarter; 3 = Started in the third quarter; 4 = Started in the fourth quarter	"NULL" if unused, 0 will be assumed if "NULL" is reported

TABLE 2.2 PROFESSIONAL PRACTICE

Field Name	Identifier	Type	Description	Comments
Professional Practice Evaluation Conducted During SY 2021-22	PP_EVAL_PY	C	Y=Yes, Professional Practice Evaluation (PP) New for SY2020-21; N=No, Professional Practice is a carry-over from prior year	New, probationary, developing and ineffective teachers must receive a full PP evaluation. Tenured teachers who have a rating of effective or higher must receive a full PP evaluation at least once every three years.
Observer	OBSERVER	N	1 = School Principal; 2 = Assistant Principal; 3 = Third Party Evaluator; 4 = Central Office Staff; 5 = Other	A minimum of two observations are required for an evaluation. Use this field to indicate the position type of the personnel who conducted the observations. If individuals for more than one type of position conducted the interviews, enter the code for other, and explain in the cover letter.
Planning and Preparation Percentage Points of Model	PLAN_PREP_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Planning and Preparation Earned Percentage Points	PLAN_PREP_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Instruction percentage Points of Model	INSTRUCTION_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Instruction Earned Percentage Points	INSTRUCTION_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Classroom Environment Percentage Points of Model	CLASS_ENVIRON_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Classroom Environment Earned Percentage Points	CLASS_ENVIRON_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Professional Responsibilities Percentage Points of Model	PROF_RESP_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Professional Responsibilities Earned Percentage Points	PROF_RESP_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-defined Professional Practice Measure 1 Percentage Points of Model	LSS_PROF_PAC_1_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-defined Professional Practice Measure 1 Earned Percentage Points	LSS_PROF_PAC_1_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00

Field Name	Identifier	Type	Description	Comments
LSS-defined Professional Practice Measure 2 Percentage Points of Model	LSS_PROF_PRACT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-defined Professional Practice Measure 2 Earned Percentage Points	LSS_PROF_PRACT_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Virtual Observations	NUM_VIRTUAL_OBS	N	No Implied decimal point	Values=0 to 10
In-Person Observations	NUM_INPERSON_OBS	N	No Implied decimal point	Values=0 to 10
Total Professional Practice Earned Percentage Points	TOTAL_PROF_PRACT_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 70.00
Summary Professional Practice Rating	PROF_PRACT_SUMMARY_RATING	C	H = Highly Effective; E = Effective; D = Developing; I = Ineffective	
Assignment of Professional Practice Effectiveness Rating	ASSIGN_PROF_PRACT_SUMMARY_RATING	C	1 = Completed All Observations in the Evaluation Year; 2 = Used at least one previous year observation; 3 = Previous Year's Rating; 4 = Trend of Ratings; 5 = Default Effective; 6 = Other	

TABLE 2.3 STUDENT GROWTH

Field Name	Identifier	Type	Description	Comments
SLO 1 Outcome Type	SLO1_TYPE	N	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	If any SLO outcome is based on state assessments, it should be placed as 1 <sup>st</sup> SLO
SLO1 Design	SLO1_DESN	N	1 = Teacher; 2 = Principal; 3 = Central office staff; 4 = Others	"NULL" if unused
SLO 1 Percentage Points of Model	SLO1_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 1 Earned Percentage Points	SLO1_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 2 Outcome Type	SLO2_TYPE	C	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	If any SLO outcome, other than SLO1, is also based on state assessments, it should be placed as 2 <sup>nd</sup> SLO
SLO2 Design	SLO2_DESN	N	1 = Teacher; 2 = School; 3 = System; 4 = Other	"NULL" if unused
SLO 2 Percentage Points of Model	SLO2_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 2 Earned Percentage Points	SLO2_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 3 Outcome Type	SLO3_TYPE	C	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	
SLO 3 Percentage Points of Model	SLO3_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 3 Earned Percentage Points	SLO3_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 4 Outcome Type	SLO4_TYPE	C	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	
SLO 4 Percentage Points of Model	SLO4_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 4 Earned Percentage Points	SLO4_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00



Field Name	Identifier	Type	Description	Comments
State-Defined Whole School Measure Type	MD_WHOLE_SCHOOL_TYPE	C	1 = Academic achievement; 2 = Academic progress; 3 = Progress in achieving English Language Proficiency; 4 = School quality and student success; 5 = Graduation rate; 6 = Readiness for post-secondary success; 7 = Annual Measurable Objectives(AMO); 8 = Other	"NULL" if unused. May include academic achievement, academic progress, progress in achieving English Language Proficiency, school quality and student success, graduation rate, readiness for post-secondary success, Annual Measurable Objectives, others
State-Defined Whole School Measure Percentage Points of Model	MD_WHOLE_SCHOOL_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
State-Defined Whole School Measure Earned Percentage Points	MD_WHOLE_SCHOOL_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-Defined Whole School Measure Percentage Type	LSS_WHOLE_SCHOOL_TYPE	C	1 = Academic achievement; 2 = Academic progress; 3 = Progress in achieving English Language Proficiency; 4 = School quality and student success; 5 = Graduation rate; 6 = Readiness for post-secondary success; 7 = Annual Measurable Objectives(AMO); 8 = Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS-Defined Whole School Measure Percentage Points of Model	LSS_WHOLE_SCHOOL_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-Defined Whole School Measure Earned Percentage Points	LSS_WHOLE_SCHOOL_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-Defined Student Growth Score 1 Type	LSS_STU_GROWTH_1_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures; 4= Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS-Defined Student Growth Score 1 Percentage Points of Model	LSS_STU_GROWTH_1_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS-Defined Student Growth Score 1 Earned Percentage Points	LSS_STU_GROWTH_1_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS-Defined Student Growth Score 2 Type	LSS_STU_GROWTH_2_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures;	"NULL" if unused. May include local benchmarks, student growth models (e.g.

Field Name	Identifier	Type	Description	Comments
			4= Other	Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS-Defined Student Growth Score 2 Percentage Points of Model	LSS_STU_GROWTH_2_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS-Defined Student Growth Score 2 Earned Percentage Points	LSS_STU_GROWTH_2_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS-Defined Student Growth Score 3 Type	LSS_STU_GROWTH_3_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures; 4= Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS-Defined Student Growth Score 3 Percentage Points of Model	LSS_STU_GROWTH_3_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS-Defined Student Growth Score 3 Earned Percentage Points	LSS_STU_GROWTH_3_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
Alternative Student Growth Measure Description	ALT_STU_GROWTH_TYPE	C	1 = Survey measures; 2 = Portfolio; 3 = Trend data; 4 = Other	"NULL" if unused
Alternative Student Growth Measure Points Earned	ALT_STU_GROWTH_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
Alternative Student Growth Measure Model Points	ALT_STU_GROWTH_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
Total Student Growth Earned Percentage Points	TOTAL_STU_GROWTH_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to weight of student growth in the evaluation model
Summary Student Growth Rating	STU_GROWTH_SUMMARY_RATING	C	H = Highly Effective; E = Effective; D = Developing; I = Ineffective	
Assignment of Student Growth Effectiveness Rating	ASSIGN_STU_GROWTH_SUMMARY_RATING	C	1 = All Components Completed in the Current Evaluation Year; 2 = Previous Year's Rating; 3 = Trend of Ratings; 4 = Default Effective; 5 = Other	

**TABLE 2.4 TOTAL SCORE**

(The sum of Professional Practice and Student Growth must be less than or equal to 100 and should equal total effectiveness earned percentage points.)

Field Name	Identifier	Type	Description	Comments
Total Effectiveness Earned Percentage Points	TOTAL_EFFECT_EARNED_PTS	N	No Implied decimal point	values = 0.00 to 100.00
Total Effectiveness Rating	EFFECT_RATING	C	H = Highly Effective; E = Effective; D = Developing I = Ineffective	This is the LSS's official rating of record
Assignment of Total Effectiveness Rating	ASSIGN_EFFECT_RATING	C	1 = All Components Completed in the Current Evaluation Year; 2 = Previous Year's Rating; 3 = Trend of Ratings; 4 = Default Effective; 5 = Other	
Mid-Year Evaluation	MID_YEAR_EVAL	C	Y = Effectiveness Rating based on Mid-Year Evaluation; N = Effectiveness Rating Based on End of Year Evaluation	Provide a count of Teachers with value "Y" and explanation of why an End of Year Evaluation was not used in the cover letter

## Table 3. Principal Record Layout

**TABLE 3.1 PRINCIPAL IDENTIFIERS AND EXPERIENCE**

(Green text represents 2021-2022 changes)

Field Name	Identifier	Type	Description	Comments
LSS	LSS_NUMBER	C	LSS Code 01-24, 30, 32	Same as used in Staff Reporting Manual
School Number	SCHLID	C	Must be the valid MSDE assigned number	Same as used in Staff Reporting Manual
Principal Identification Number	SATID	N	The ten-digit State Assigned Teacher Identification (SATID) assigned in the Unique Teacher Identifier System (UTIS)	Same as used in Staff Reporting Manual
New to Position	NEW_POSITION	C	Y = Yes; N = No	If they have been a principal less than 1 year, Y, otherwise, N
New to Building	NEW_BUILDING	C	Y = Yes; N = No	If they have been current building in any capacity less than 1 year, Y, otherwise, N
Quarter Started Employment	STARTING_QUARTER	N	0 = Started prior to the students returning; 1 = Started after the students returned in the first quarter; 2 = Started in the second quarter; 3 = Started in the third quarter; 4 = Started in the fourth quarter	"NULL" if unused, 0 will be assumed if "NULL" is reported

**TABLE 3.2 PROFESSIONAL PRACTICE**

Field Name	Identifier	Type	Description	Comments
Professional Practice Evaluation Conducted during SY 2021-22	PROF_PRACT_EVAL_PC Y	C	Y=Yes, Professional Practice Evaluation (PP) New for SY2021-22; N=No, Professional Practice is a carry-over from prior year	COMAR 13A.07.09.06 C. Every principal shall be evaluated at least once annually based on all of the components set forth in COMAR 13A.07.09.04 and COMAR 13A.07.09.05
Observer	OBSERVER	N	1 = Principal Supervisor; 2 = School Principal; 3 = Third Party Evaluator; 4 = Central Office Staff; 5 = Other	A minimum of two observations are required for an evaluation. Use this field to indicate the position type of the personnel who conducted the observations. If individuals for more than one type of position conducted the interviews, enter the code for other, and explain in the cover letter.
Mission, Vision, and Core Values Percentage Points of Model	PSEL_MISSION_VISN_VAL_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Mission, Vision, and Core Values Earned Percentage Points	PSEL_MISSION_VISN_VAL_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Ethics and Professional Norms Percentage Points of Model	PSEL_ETH_PROF_NO RMS_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Ethics and Professional Norms Earned Percentage Points	PSEL_ETH_PROF_NO RMS_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Equity and Cultural Responsiveness Percentage Points of Model	PSEL_EQUITY_CULT_RESP_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Equity and Cultural Responsiveness Earned Percentage Points	PSEL_EQUITY_CULT_RESP_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Curriculum, Instruction, and Assessment Percentage Points of Model	PSEL_CUR_INS_ASM_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Curriculum, Instruction, and Assessment Earned Percentage Points	PSEL_CUR_INS_ASM_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Community of Care and Support for Students Percentage Points of Model	PSEL_COM_CARE_SUP_STU_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00

Field Name	Identifier	Type	Description	Comments
Community of Care and Support for Students Earned Percentage Points	PSEL_COM_CARE_SU P_STU_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Professional Capacity of School Personnel Percentage Points of Model	PSEL_PROF_CAP_SCH _PER_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Professional Capacity of School Personnel Earned Percentage Points	PSEL_PROF_CAP_SCH _PER_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Professional Community for Teachers and Staff Percentage Points of Model	PSEL_PROF_COMM_S TAFF_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Professional Community for Teachers and Staff Earned Percentage Points	PSEL_PROF_COMM_S TAFF_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Meaningful Engagement of Families and Community Percentage Points of Model	PSEL_ENGAGE_FAM_ COMM_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Meaningful Engagement of Families and Community Earned Percentage Points	PSEL_ENGAGE_FAM_ COMM_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Operations and Management Percentage Points of Model	PSEL_OPERATIONS_ MGMT_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Operations and Management Earned Percentage Points	PSEL_OPERATIONS_ MGMT_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
School Improvement Percentage Points of Model	PSEL_SCH_IMPROVE MENT_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
School Improvement Earned Percentage Points	PSEL_SCH_IMPROVE MENT_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
Virtual Observations	NUM_VIRTUAL_OBS	N	No Implied decimal point	Values=0 to 10
In-Person Observations	NUM_INPERSON_OB S	N	No Implied decimal point	Values=0 to 10
Total Professional Practice Earned Percentage Points	TOTAL_PROF_PRACT_ EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 70.00

Field Name	Identifier	Type	Description	Comments
Summary Professional Practice Rating	PROF_PRAC_SUMMARY_RATING	C	H = Highly Effective; E = Effective; D = Developing; I = Ineffective	"NULL" if unused
Assignment of Professional Practice Effectiveness Rating	ASSIGN_PROF_PRAC_SUMMARY_RATING	C	1 = Completed All Observations in the Evaluation Year; 2 = Used at least one previous year observation; 3 = Previous Year's Rating; 4 = Trend of Ratings; 5 = Default Effective; 6 = Other	



TABLE 3.3 STUDENT GROWTH

Field Name	Identifier	Type	Description	Comments
SLO 1 Outcome Type	SLO1_TYPE	N	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	If any SLO outcome is based on state assessments, it should be placed as 1 <sup>st</sup> SLO
SLO1 Design	SLO1_DESN	N	1 = Teacher; 2 = Principal; 3 = Central office staff; 4 = Others	
SLO 1 Percentage Points of Model	SLO1_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 1 Earned Percentage Points	SLO1_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 2 Outcome Type	SLO2_TYPE	N	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	If any SLO outcome, other than SLO1, is also based on state assessments, it should be placed as 2 <sup>nd</sup> SLO
SLO2 Design	SLO2_DESN	N	1 = Teacher; 2 = School; 3 = System; 4 = Other	
SLO 2 Percentage Points of Model	SLO2_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 2 Earned Percentage Points	SLO2_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 3 Outcome Type	SLO3_TYPE	C	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	
SLO 3 Percentage Points of Model	SLO3_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 3 Earned Percentage Points	SLO3_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 4 Outcome Type	SLO4_TYPE	C	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	
SLO 4 Percentage Points of Model	SLO4_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 4 Earned Percentage Points	SLO4_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00

Field Name	Identifier	Type	Description	Comments
SLO 5 Outcome Type	SLO5_TYPE	C	1 = Teacher developed assessment; 2 = School wide assessment; 3 = System wide assessment; 4 = State assessment; 5 = Portfolios; 6 = Student work; 7 = Teacher-developed initiatives; 8 = Other	
SLO 5 Percentage Points of Model	SLO5_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
SLO 5 Earned Percentage Points	SLO5_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
State-Defined Whole School Measure Type	MD_WHOLE_SCHOOL_TYPE	C	1 = Academic achievement; 2 = Academic progress; 3 = Progress in achieving English Language Proficiency; 4 = School quality and student success; 5 = Graduation rate; 6 = Readiness for post-secondary success; 7 = Annual Measurable Objectives(AMO); 8 = Other	"NULL" if unused, or which indicator used from MD report card, e.g. academic achievement, academic growth, etc.
State- Defined Whole School Measure Percentage Points of Model	MD_WHOLE_SCHOOL_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
State- Defined Whole School Measure Earned Percentage Points	MD_WHOLE_SCHOOL_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS- Defined Whole School Measure Type	LSS_WHOLE_SCHOOL_TYPE	C	1 = Academic achievement; 2 = Academic progress; 3 = Progress in achieving English Language Proficiency; 4 = School quality and student success; 5 = Graduation rate; 6 = Readiness for post-secondary success; 7 = Annual Measurable Objectives(AMO); 8 = Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS-Defined Whole School Measure Percentage Points of Model	LSS_WHOLE_SCHOOL_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS-Defined Whole School Measure Earned Percentage Points	LSS_WHOLE_SCHOOL_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00
LSS- Defined Student Growth Score 1 Type	LSS_STU_GROWTH_1_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures; 4 = Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile),

Field Name	Identifier	Type	Description	Comments
				surveys measures (Selected LSS only)
LSS- Defined Student Growth Score 1 Percentage Points of Model	LSS_STU_GROWTH_1_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS- Defined Student Growth Score 1 Earned Percentage Points	LSS_STU_GROWTH_1_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS- Defined Student Growth Score 2 Type	LSS_STU_GROWTH_2_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures; 4= Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS- Defined Student Growth Score 2 Percentage Points of Model	LSS_STU_GROWTH_2_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS- Defined Student Growth Score 2 Earned Percentage Points	LSS_STU_GROWTH_2_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS- Defined Student Growth Score 3 Type	LSS_STU_GROWTH_3_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures; 4 = Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS- Defined Student Growth Score 3 Percentage Points of Model	LSS_STU_GROWTH_3_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values=0.00 to 35.00 (Selected LSS only)
LSS- Defined Student Growth Score 3 Earned Percentage Points	LSS_STU_GROWTH_3_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
LSS- Defined Student Growth Score 4 Type	LSS_STU_GROWTH_1_TYPE	C	1 = Local benchmarks; 2 = Student growth models; 3 = Survey measures; 4 = Other	"NULL" if unused. May include local benchmarks, student growth models (e.g. Value-Added Models, student growth percentile), surveys measures (Selected LSS only)
LSS- Defined Student Growth Score 4 Percentage Points of Model	LSS_STU_GROWTH_4_PCT_MODEL	N	No implied decimal point	"NULL" if unused, or values=0.00 to 35.00 (Selected LSS only)
LSS-Defined Student Growth Score 4 Earned Percentage Points	LSS_STU_GROWTH_4_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)

Field Name	Identifier	Type	Description	Comments
Alternative Student Growth Measure Description	ALT_STU_GROWTH_TYPE	C	1 = Survey measures; 2 = Portfolio; 3 = Trend data; 4 = Other	"NULL" if unused.
Alternative Student Growth Measure Earned Percentage Points	ALT_STU_GROWTH_PCT_MODEL	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
Alternative Student Growth Measure Model Points	ALT_STU_GROWTH_EARNED_PTS	N	No Implied decimal point	"NULL" if unused, or values = 0.00 to 35.00 (Selected LSS only)
Total Student Growth Earned Percentage Points	TOTAL_STU_GROWTH_EARNED_PTS	N	No implied decimal point	"NULL" if unused, or values = 0.00 to weight of student growth in the evaluation model
Summary Student Growth Rating	STU_GROWTH_SUMMARY_RATING	C	H = Highly Effective; E = Effective; D = Developing I = Ineffective	
Assignment of Student Growth Effectiveness Rating	ASSIGN_STU_GROWTH_SUMMARY_RATING	C	1 = All Components Completed in the Current Evaluation Year; 2 = Previous Year's Rating; 3 = Trend of Ratings; 4 = Default Effective; 5 = Other	

**TABLE 3.4 TOTAL SCORE**

(The sum of Professional Practice and Student Growth must be less than or equal to 100 and should equal total effectiveness earned percentage points.)

Field Name	Identifier	Type	Description	Comments
Total Effectiveness Earned Percentage Points	TOTAL_EFFECT_EARNED_POINTS	N	No implied decimal point	Values=0.00 to 100.00
Total Effectiveness Rating	EFFECT_RATING	C	H = Highly Effective; E = Effective; D = Developing; I = Ineffective	This is the LSS's official rating of record
Assignment of Total Effectiveness Rating	ASSIGN_EFFECT_RATING	C	1 = All Components Completed in the Current Evaluation Year; 2 = Previous Year's Rating; 3 = Trend of Ratings; 4 = Default Effective; 5 = Other	
Mid-Year Evaluation	MID_YEAR_EVAL	C	Y = Effectiveness Rating based on Mid-Year Evaluation; N = Effectiveness Rating Based on End of Year Evaluation	Provide a count of Principals with value "Y" and explanation of why an End of Year Evaluation was not used in the cover letter