

Evaluation Pre-Timeline: Suggestions from the field **

County Administrator Preparation for (Superintendent/Designee):

1. Verify Administrator WVEIS WOW User ID and SUPER Role
Recommended Timeline for Current Administrators: May 30th
 - If questions, contact:
 - WVEIS County Contact
 - RESA WVEIS Staff
2. Verify Administrator Evaluation MENU (EMP.EVALA) Item has been assigned in WOW
3. Principal to be evaluated must be identified under “Principal Entry” each Year (Beginning on First Day of Principal’s Contract)
 - a. Principal Entry
 - Employee Number of Principal
 - Teacher ID for Principal (from Master Schedule)
 - User ID for Principal (WVEIS User ID)

Principal Preparation for Assistant Principal:

1. Verify Administrator WVEIS WOW User ID and PRINCIPAL Role
Recommended Timeline for Current Administrators: May 30th
 - If questions, contact:
 - WVEIS County Contact
 - RESA WVEIS Staff
2. Verify Administrator Evaluation MENU (EMP.EVALA) Item has been assigned in WOW
3. Assistant Principal to be evaluated must be identified under “Assistant Principal Entry” each Year (Beginning on First Day of Contract)
 - Assistant Principal Entry
 - Employee Number of Assistant Principal
 - Teacher ID for Assistant Principal (from Master Schedule)
 - User ID for Assistant Principal (WVEIS User ID)

Principal Preparation for Teachers & Counselors:

1. Verify Principal WVEIS WOW User ID and PRINCIPAL Role
Recommended Timeline for Current Teachers: May 30th
 - If questions, contact:
 - WVEIS County Contact
 - RESA WVEIS Staff
2. Verify teachers/counselors have WVEIS WOW User ID and TEACHER Role (Teacher Self-register: AUTOTEAC)
 - Master Schedule must be completed for the current evaluation year
 - Teacher must be on the master schedule
 - Master Schedule must contain a class but not necessarily students
 - Progressions must be verified with County Office for current teachers
3. Verify Educator Evaluation MENU (EMP.EVAL) Item has been assigned in WOW
4. On WVEIS WOW **Identify** Progression Path for each teacher (radio button)