

## Directions for 2018-2019 NEPF Data Collection

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Per **NRS 391.485**, “the State Board shall annually review the statewide performance evaluation system to ensure accuracy and reliability. Such a review must include, without limitation, an analysis of the:

(a) Number and percentage of teachers and administrators who receive each designation identified in paragraph (a) of subsection 2 of [NRS 391.465](#) in each school, school district, and the State as a whole;

(b) Data used to evaluate pupil growth in each school, school district and the State as a whole, including, without limitation, any observations;”

Please use this direction sheet to ensure correct completion of the documents that will be used to collect the data for analysis related to subsections (a) and (b).

(Authority for data collection granted by and specified within: NRS 391.485; NRS 391.675; and NAC 391 as modified by [R037-18](#))

Once the data have been entered to the best of your ability, please email the completed spreadsheet to Kristin Withey, Ph.D. at [kwithey@doe.nv.gov](mailto:kwithey@doe.nv.gov) and submit the SLG information using the ‘submit’ button at the end of the Google form. If you have additional questions or need further guidance, please contact Kristin Withey, Ph.D. at [kwithey@doe.nv.gov](mailto:kwithey@doe.nv.gov).

These data will be presented at the September Teachers and Leaders Council meeting and October State Board of Education meeting. Please visit their meeting materials websites for copies of the presentations.

### **Subsection A: Excel Spreadsheet for 2018-2019 NEPF Educator Data Collection**

The spreadsheet is organized with two separate worksheets for each of the eight professional groups in full implementation of the NEPF evaluation cycle. The first worksheet of each group collects the same aggregate information as years past. Please be sure to use the NSPF-assigned district and school codes, indicating separated grade-level spans. The second worksheet collects information at the individual level. Directions for that second sheet are below.

- Individual Level Worksheet:
  - a. 2018-2019 District Information: District code and name are required, however in an effort to ensure that no identifiable information is included in analysis, school name has been removed. In addition, a column has been included labeled 'teacher code'. This column is intended for district use as they input individual data so they can track what has already been entered. Once the data have been entered for each individual, the column or codes therein may be removed.
  - b. Domain Scores: The subsequent columns ask for individual scores for each area (professional practice, instructional practice, student learning goal, etc.) on which the given professional group is scored. The worksheet will automatically calculate the weighted score, if necessary. For those professional groups that are scored on only one domain, only one entry (summative score) is required.

The process of entering aggregate data and individual data on two separate worksheets repeats for each of the eight professional groups in full implementation of the NEPF, so there will be 16 worksheets to be completed in total.

### **Subsection B: Google Form for SLG Assessment List data collection (per NRS 391.480)**

LEAs may elect to enter the data for an entire district or to delegate the completion of the SLG data collection form to individual school leaders. If entering data for an individual school, users will be asked to enter their school name and level. The form will skip to the data entry section for the lowest level indicated. If completing the form as a district, the user will access the data entry sections for all levels.

Sections 3 through 6 of the Google form will be displayed using a parallel response structure. Each section asks users to include a list of ALL assessments used to measure student progress towards their learning goals (SLG) across the district/school at the indicated level. These assessment submissions will be reported by content area grouping (English language arts, mathematics, sciences, other content areas). The subsequent question requests a list of subjects and grade levels that primarily use teacher-developed assessments to measure progress and to include, if available, the standards on which these assessments have focused. The final question for each section asks for a representative sample of these teacher-developed assessments. The Google form provides users the option to continue through subsequent grade levels or to end the submission. Users are able to review their responses before submitting the form.

Please refer to the School Administrator & Teacher Protocols found via the link below for guidelines and support:

[NEPF School Administrator and Teacher Protocols](#)