

Georgia Department of Education TKES How to Sign Off on the Mid-Year Conference (Teacher)

How to Sign-Off on the Mid-Year Conference (Teacher)

* The red asterisk indicates a required field.

All containers are **locked** until the **Orientation** is submitted.

1. From the home page, click on the **Teacher Keys Effectiveness System 2018-2019 Link**.

MY EVALUATION 2018-2019

Name

Teacher Keys Effectiveness System 2018-2019 ←

2. Click on **Mid-Year Conference (Flex or Full Plan)** to expand the container. Click on **Mid-Year Conference (Teacher)** to expand the section.

Mid-Year Conference (Flex Plan)

Mid-Year Conference (Teacher) * ←

3. Scroll down and review the **Date of Conference** (automatically populated), comments about the Student Growth Data Summary, Progress on the PSC Goal/Plan and optional additional Evaluator Comments.

*Date of Mid-Year Conference

10/30/2018

Student Growth Data Summary

Format B I U [List icons]

Student Growth Data information entered here.

*I have reviewed the mid-year PSC Professional Learning Plan.

Yes

Evaluator Comments

Format B I U [List icons]

Optional comments here.

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- Below the Optional Attached Files, the Teacher will click Teacher Comments to expand the Sign-Off step for the Mid-Year Conference. Click Edit.

Attachment(s)
There are no attachment(s).

Teacher Comments

EDIT

- Review the Six Teacher Assurances by selecting YES or NO.

Teacher Assurances

In accordance with O.C.G.A. § 20-2-210, I certify the following assurances.

* My school has communicated a plan to ensure all required Observations and necessary documentation is collected in a timely manner.

Select One

Select One

No

Yes

unicated a plan to ensure that all aspects of TKES are on tools.

- The Mid-Year Conference date is automatically populated. Teacher can add Optional Comments and Attached Files. Choose Save for Later to return to this conference, or click SAVE & SUBMIT to lock this step.

Date of Mid-Year Conference
10/30/2018

Teacher Comments

Format

B I U

Attachment(s)

ATTACH FILE(S)

There are no attachment(s).

SAVE FOR LATER SAVE & SUBMIT CANCEL

- A green check mark will be displayed when both the Evaluator and the Teacher have completed their sides of the Mid-Year Conference.

✓ Mid-Year Conference (Teacher) * Saved successfully.