

Intradistrict Communication

DATE: March 8, 2016

TO: Principals

FROM: Laura Finlinson, Administrator of Curriculum and Staff Development
Clyde Mason, Director of Evaluation, Research and Accountability *CM*

SUBJECT: Accuracy Verification of Google Drive SLO Teacher Folders

A critical component of 2015-16 Educator Evaluations for all certificated personnel is the accurate reporting of SLO pre-test and SLO post-test results via the Excel spreadsheets which were previously created by Curriculum. In order to accurately report SLO pre-test and post-test results, teachers will need to place their completed Excel spreadsheet in a designated Google Drive SLO Teacher folder which has been created for each teacher within a larger Google Drive SLO School Folder.

It is important that each principal reviews the contents of their school's shared SLO School Folder and makes certain that each of their school's full-time and part-time licensed staff has a Google Drive SLO Teacher Folder created for them within the Google Drive SLO School Folder.

Principals need to email Holly Allen, holly.allen@jordandistrict.org, on or before Tuesday, March 15, 2016 to either confirm the accuracy of the Google Drive SLO School Folder's contents OR provide the name and position of any educator who is missing that should be in the School's SLO Folder or who is in school's SLO folder but should not be.

Questions regarding this communication should be directed to Holly Allen at 801-567-8115 or directly at extension 88115.