## Workflow: EdReflect End of Year 2019-2020

•Ensures Org
Admin has list of
Career
Summative &
Non-summative
Teachers.

1.Principal/Observer

## 2. Org Admin/Principal

- Bulk assigns EoY Classifications.
- •Bulk assigns EoY Evaluators.

- •Completes End of Year Task Tab annual ratings.
- Completes PGP Review/Update for Non-summative teachers.
  - 3. Observer

## 4. Org Admin/Observer

 Creates report via 'End of Year Summary & Data Export' Tab for local use. •Enters numbers for Career Summative Teachers on SIS School Cycle 7 report.(To be submitted June 15, 2020.)

5. Designated Reporter

Note: End of Year Report & Non-summative Ratings are not sent to ADE.

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