



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: K-12 District Superintendents

From: Rebecca Estes, Senior Director of Educator Talent

Date: June 30, 2023

Subject: Staff Performance Evaluation Plan Submission for SY 23-24

[Senate Enrolled Act 486](#) (2023) requires each school corporation to develop or adopt a plan for **annual** performance evaluations for each certificate employee. A school corporation may adopt the Indiana Department of Education's (IDOE's) model plan or adopt or establish any other staff performance evaluation plan. The state model plan is available [here](#).

The plan must include an annual designation of each certificated employee in one of the following rating categories:

1. Highly Effective
2. Effective
3. Improvement Necessary
4. Ineffective

The requirements for designation in each rating category must be determined by the school corporation.

Submission

Each school corporation **must** submit its staff performance evaluation plan to IDOE via [Jotform](#) by Friday, September 15, 2023. Staff performance evaluation plans for all certified employees, including teachers and administrators, must be combined into a single document and submitted in PDF format via [JotForm](#). Other formats will not upload.

Please contact [Rebecca Estes](#) with questions.