

# *School Employee Evaluation Survey (SEES) Help*

## **Why is OSPI requiring this survey to be completed?**

This report compiles data from all districts regarding the evaluation of public school employees during the previous school year. The data meets a state mandate\* to report teacher and principal evaluation results and a Washington requirement for reporting of aggregated evaluation results for every employee group in our state's public schools. OSPI compiles the data and submits it on your behalf.

\*RCW 28A.150.230(2)(a)

## **Who should fill out the survey?**

OSPI's recommendation is to start the discussion with district HR personnel and District level administrators responsible for principal evaluations to determine who should be responsible for submitting the survey. This survey is only accessible in EDS to district staff granted user access to the survey by their district's data security manager.

## **How do we account for teachers who work in multiple locations?**

For teachers who might work in more than one school, please count them only for the school in which their evaluator is located.

## **Should I group assistant principals and principals together for the count in question one?**

Yes, please input all certificated principals together, whether they are assistant principals or principals.

## **If an individual is both the superintendent and principal, how should I input the count the in the Evaluation Results section?**

Record the count in the superintendent category and put "0" in the principal category for this individual.

## **Do I put in evaluation numbers for just classroom-based classified staff or does that include maintenance, office staff, custodial, etc?**

Please enter totals for all classified staff that were evaluated and who provide instructional support for student learning as a central function of their work.



## Need more help?

- If you encounter any **technical issues** during this process, please contact OSPI Customer Support at [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) or 1.800.725.4311.
- If you need to make a correction to your survey and it is **locked**, please contact Taylor Kidder-Morrill at [taylor.kidder-morrill@k12.wa.us](mailto:taylor.kidder-morrill@k12.wa.us).
- If you have clarifying questions regarding the **content** of the survey, please contact Taylor Kidder-Morrill at [taylor.kidder-morrill@k12.wa.us](mailto:taylor.kidder-morrill@k12.wa.us).

Thank you!