

BFT EVALUATION DOCUMENTATION CHECKLIST

If you want Rhonda to give you an A+ on your evaluations, here is a checklist for you to review before you submit your documents:

- I am enclosing the cover sheet provided.
- I am indicating the reason for any omitted or added evaluations (for example, “Evaluatee is on leave”).
- I have indicated the appropriate type of overall rating for each evaluation. (For example, “Proficient” for Form B, “Satisfactory” for Alternative Evaluations, “Effective” for Counselors)
- I have indicated that each evaluation is either Formative or Summative.
- I have ensured each page has the individual evaluatee’s name.
- I am submitting verifying documentation for Alternative Evaluations.
- I have ensured that I have circled a rating on each Alternative Evaluation form.
- I have ensured that I have signed and dated all of the evaluation forms.
- I have ensured that the evaluatee has signed and dated their individual forms.
- I have indicated an Overall Rating where indicated on the cover sheet. (Summative only)
 - A rating of NI in one or more Standards = NI overall rating
 - A rating of NI in three or more Standards = U overall rating
 - A rating of D in four or more Standards where there are no NI or U in any Standard = D overall rating
- I have indicated a rating for every Standard. (Summative only)
- I am submitting an evaluation for every required evaluatee, regardless of whether the evaluatee is returning next year.
- I am submitting all evaluations at once according to the timeline provided.