



**TEACHER AND PRINCIPAL EVALUATION SURVEY
 INSTRUCTION MANUAL**

Nebraska Department of Education
 Education Support Services
 301 Centennial Mall South, PO Box 94987
 Lincoln, NE 68509 -4987
 NDE Helpdesk: 1-888-285-0556 or
 (402) 471-3151

Questions about the survey, contact:

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These directions were last updated: March 8, 2011

GENERAL INSTRUCTIONS

TEACHER AND PRINCIPAL EVALUATION SURVEY

The Teacher and Principal Evaluation Survey's are found in the Nebraska Department of Education's Consolidated Data Collection. Click on the Teacher and Principal Evaluation Survey to enter the collection.



[Click for Instructions](#) [Click to view Calendar](#)

[Home](#)

User ID: `ccodist99`

Current District: `EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]`

School Year: `2010-2011`

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVED	OPEN DATE
GENERAL	Elementary Class Size	Yes	No	07-19-2010
GENERAL	NRA Section 1512 Report	No	No	08-27-2010
GENERAL	Teacher and Principal Evaluation Survey	No	No	12-01-2010
DISCIPLINE	Record of Suspension/Expulsions	No	No	12-01-2010

*Enter the collection to view submission status.

SCOPE

This collection is for Public Districts only.

Last spring, the Nebraska Department of Education distributed a survey to collect data on practices and procedures regarding current teacher and principal evaluation

processes. The survey was Stage 1 of the reporting requirements for the Federal State Fiscal Stabilization Fund (SFSF). As expected, NDE found responses varied significantly. Nebraska Department of Education for Stage 2 reporting requirements has condensed the survey to a question of whether teachers or principals were rehired, not rehired or left the district for other reasons based on their performance.

If the Superintendent serves as both the High School and Elementary School Principal and there is no other administrator for your district, check the box at the top of the page to change the status for the NDE Principal Performance Survey to “completed.” This will allow you to submit the collection after the NDE Teacher Performance Survey has been completed. Follow-up will be done with those districts that do not complete a NDE Principal Performance Survey.

DUE DATE

The Teacher and Principal Evaluation Survey’s are due on or before June 30th.

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Complete both surveys: NDE PRINCIPAL PERFORMANCE SURVEY and the NDE TEACHER PERFORMANCE. Refer to SCOPE above for requirements.

For Question 1 on each survey, please report the actual number of individuals in each category even though the number may be only one. If the district employs one individual as the school Principal and Superintendent, you can either put a “0” on Question 1 on the Principal Survey since that person is typically evaluated by the Board of Education, or you may just check the box at the top of the main page to change the status for the NDE Principal Performance Survey to “completed.” By checking this box, there will be no need to complete the Principal Survey.

SAVING THE DATA

Clicking on the **Save** button at the bottom of each survey will save your data. Once you click on the “Save” button, the system will automatically put a green check mark on the main page of the survey under the status column. Incomplete surveys will display a red X.

SUBMISSION

The collection cannot be submitted until both survey’s are completed.

After you have completed a survey, a green check mark will appear on the main page under the status column, next to the completed survey name.



NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

TEACHER AND PRINCIPAL EVALUATION SURVEY

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User ID: ododist99

Current District: EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

School Year: 2009-2010

Admin Functions:

[Change Districts](#)

[Submit](#)

[Logout](#)

The district is not required to fill out the Principal's survey, since the Superintendent serves as both High School and Elementary Principal. No other administrator is employed by our school district. (Refer to instructions for more information)

Click on the link below to complete each survey:	STATUS
NDE Principal Performance Survey	
NDE Teacher Performance Survey	

= Incomplete = Completed

[View Summary Report](#)

To submit your data to NDE, click the submit button in the red area at the bottom of the page.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

District Administrator will be able to view the APPROVE button.

After the data has been submitted your district administrator can then approve the data.

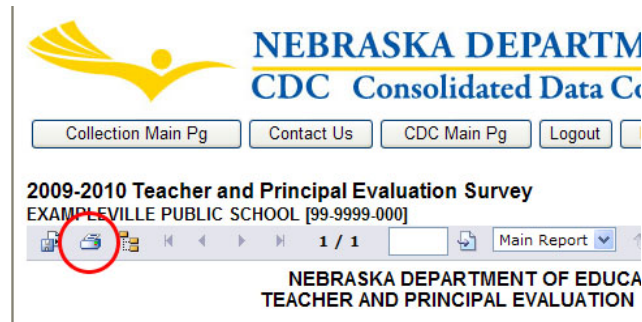
Once the collection has been approved, you will no longer be able to make changes to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will re-open the collection.

NOTE: Only the person who is designated as District/System Administrator in the CDC will see the **Approve** button in the box below the **Submit** button. The District/System Administrator can **Submit** and **Approve** the collection.

VIEW SUMMARY REPORT

Click the button View Summary Report to review data submitted. Select the survey you would like to view.

PRINT/VIEW SUMMARY



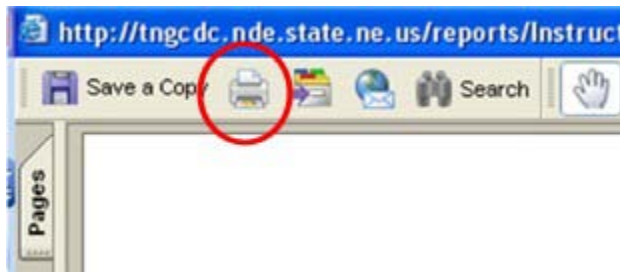
To print the Summary page, click on the printer icon located on the toolbar. After clicking the “print” icon, you will get a pop-up window with “Print Options”. Follow the directions on the page and click on the “OK” button.

In order to get this pop-up window, you will need to make sure that all pop-up blockers on your browser are turned off.

To turn off pop-up blocker in IE version 6.0 and higher, click “Tools” on the top toolbar, then click on Pop-Up Blocker. Click on "Turn off Pop-Up Blocker".

To turn off pop-up blocker in Firefox, click “Tools” on the top toolbar, “Options”. Go to the “Content” tab and uncheck the “Block Popup Windows” box.

Once you click on “OK” in the “Print Options” window, your data will be formatted for printing and another page will display showing you what your report will look like when printed.



Select the “Print” icon on the top toolbar of this page and you should get a print dialog box that will allow you to print this report.