



**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:
 Diane Stuehmer (402) 471-1740

These directions were last updated: October 9, 2013

GENERAL INSTRUCTIONS

TEACHER AND PRINCIPAL EVALUATION SURVEY

The Teacher and Principal Evaluation Surveys 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: ocdist99

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	NDE Section 1512 Report	No	No	08-27-2010
GENERAL	Teacher and Principal Evaluation Survey	No	No	12-01-2010
DISCIPLINE	Report of Suspension/Expulsions	No	No	12-01-2010

*Enter the collection to view submission status.

SCOPE

This collection is for Public Districts only.

As a condition of Federal funding, NDE is required to collect information regarding

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 Surveys are due on or before October 15th. Please note, we have changed this collection to be a fall collection for the 2013-2014 School Year. Previously, this information was collected in the Spring.

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 surveys are completed.

After the survey has been completed, 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

[Home](#)

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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 the district administrator can then approve the data.

Once the collection has been approved, changed can no longer be made 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.

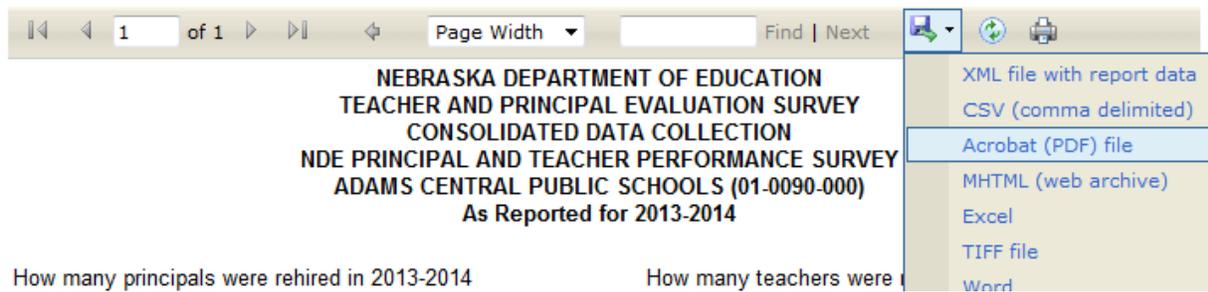
PRINTING THE SUMMARY REPORT

If you cannot print with the Printer icon, follow these steps to export your report to Adobe PDF and print from there.

Click on the Export icon, then select Acrobat (PDF) file.

NDE FORM #20-069

Teacher and Principal Evaluation Survey



The screenshot shows a report viewer interface. At the top, there is a navigation bar with a page number '1 of 1', a 'Page Width' dropdown menu, and 'Find | Next' search options. The main content area displays the following text: 'NEBRASKA DEPARTMENT OF EDUCATION', 'TEACHER AND PRINCIPAL EVALUATION SURVEY', 'CONSOLIDATED DATA COLLECTION', 'NDE PRINCIPAL AND TEACHER PERFORMANCE SURVEY', 'ADAMS CENTRAL PUBLIC SCHOOLS (01-0090-000)', and 'As Reported for 2013-2014'. Below this, there are two columns of text: 'How many principals were rehired in 2013-2014' and 'How many teachers were'. On the right side, a dropdown menu is open, showing the following options: 'XML file with report data', 'CSV (comma delimited)', 'Acrobat (PDF) file' (which is highlighted), 'MHTML (web archive)', 'Excel', 'TIFF file', and 'Word'.

You should be given an option to either Open or Save your file. Click on Open if you only want to print the file. Click on Save if you want to save it to your local system. Once you have the file open in Adobe Acrobat, print as you would for any other PDF document.