



# TLE QUALITATIVE EVALUATION WAIVER AND ASSURANCES

This template may be used for the submission of the request for the TLE Qualitative Evaluation waiver granted by the State Board of Education at its December 17, 2020 meeting. Note that the Oklahoma State Department of Education (OSDE) will accept, process and approve the waivers authorized by the State Board. Please submit completed and signed assurances to [jaycie.smith@sde.ok.gov](mailto:jaycie.smith@sde.ok.gov). The OSDE intends to respond within ten business days to a local educational agency that completes the waiver template and provides all necessary information in an accessible format. The waiver and accompanying documentation are due on or before **February 12, 2021**.

The Honorable Joy Hofmeister  
State Superintendent of Public Instruction  
Chair, State Board of Education  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73105

Dear Superintendent Hofmeister,

**School District Name:** \_\_\_\_\_

**Superintendent Name:** \_\_\_\_\_

**Board President Name:** \_\_\_\_\_

I am writing to request a waiver for the TLE Qualitative Evaluation in accordance with the determination made by the State Board of Education on December 17, 2020. Upon the granting of the waiver, districts will not be required to complete the qualitative portion of the TLE evaluation instrument. The Professional Learning Focus component of the TLE will be required for all certified educators, with the exception of the district superintendent, regardless of exemption status on the qualitative component of the evaluation.

In seeking this waiver, I assure that:

1. \_\_\_\_\_ will ensure that all certified teachers and staff, with the exception of the district superintendent, will identify and establish a self-determined Professional Learning Focus in collaboration with the assigned evaluator for SY 2020-2021.
2. \_\_\_\_\_ will verify that evaluators meet, in-person or virtually, with all certified teachers and staff to support the work of the Professional Learning Focus through discussion and feedback on the individual's progress in reaching the pre-determined Professional Learning Focus goal for SY 2020-2021.
3. \_\_\_\_\_ will conduct classroom walkthroughs, in-person or virtually, and provide feedback to support educators in their work.



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4. \_\_\_\_\_ will comply with HB 2957 (2016) when transitioning probationary educators to career status. In accordance with HB2957 (2016), a career teacher who was employed for the first time in one school district under a written continuing or temporary teaching contract beginning in 2017-2018 or thereafter:
- has completed three or more consecutive complete school years in one district as a teacher under a written continuing or temporary contract and has achieved a district evaluation score of superior (4.8 or higher) for two of the three school years, or
  - has completed four consecutive complete school years as a teacher in one district under a written continuing or temporary teaching contract and has averaged a district evaluation score of at least effective (2.8 or higher) for the four-year period and achieved at least an effective district evaluation score on the TLE for the last two years of the four-year period, or
  - has completed four or more consecutive complete school years in one district and has not met the requirements above, only if the principal of the school of which the teacher is employed submits a petition to the district superintendent requesting that the teacher be granted career status, the superintendent agrees with the petition and the local board of education approves the petition. The petition shall specify the facts supporting the granting of career status to the educator. These documents should be retained as part of the educator's personnel file.

Many educators hired in 2017-2018 will move into their fourth year of probationary status in the fall of 2020-2021. For these educators to attain career status beginning in the 2021-2022 school year, a petition will be required from their building principal attesting to the fact that if the evaluation process had not ceased during the spring of 2020, the individual educator was on track to receive an effective or higher score on the district evaluation. This attestation should be based on observation and walk-through data collected from August 2019-March 2020. Attachment A: Utilize the template to provide a roster of educators hired in 2017-2018 who, under the provisions of HB 2957 (2016), will require an attestation for 2019-2020 from the local school board to attain career status.

An attestation from the building principal would be required for the 2020-2021 school year in districts requesting a waiver for the qualitative component of the TLE. This attestation for educators hired in the 2017-2018 and 2018-2019 school years should be based on observations conducted prior to the granting of the TLE waiver as well as classroom walkthroughs, in-person or virtual, throughout the school year. Attachment B: Utilize the template to provide a roster of educators hired in 2018-2019 who, under the provisions of HB 2957 (2016), will require an attestation from the local school board to attain career status.

5. \_\_\_\_\_ will utilize [Attachment A](#) to provide with this waiver a complete roster of all educators hired in 2017-2018 who will require the aforementioned attestation from their building principal stating that the educator was on-track to attain an effective (2.8) or higher rating on the district evaluation during both SY 2019-2020 and SY 2020-2021.
6. \_\_\_\_\_ will utilize [Attachment B](#) to provide with this waiver a complete roster of all educators hired in 2018-2019 who will require the aforementioned attestation from their building principal stating that the educator was on-track to attain an effective (2.8) or higher rating on the district evaluation during SY 2020-2021.



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7. \_\_\_\_\_ will comply with HB 2957 (2016) in determining exemption status for career educators. Career educators who are evaluated and score a highly effective (3.8) or higher on the district evaluation may qualify for exemption on the qualitative component of the TLE for up to two years. For clarification, if a career educator qualified for exemption at the end of the 2018-2019 school year, the educator would be exempt from the qualitative portion of the TLE for 2019-2020 (year 1 of exemption) and 2020-2021 (year 2 of exemption). The educator would complete the evaluation cycle again in the 2021-2022 school year. Exemption applies only to the qualitative portion of the TLE. It does not apply to the Professional Learning Focus. The PL Focus shall be completed annually by all certified educators in the district, with the exception of the district superintendent who is not evaluated under a TLE evaluation model.
  
8. \_\_\_\_\_ will submit Professional Learning Focus data for each certified educator in the district, with the exception of the district superintendent, to the OSDE via the TLE Qualitative Report. This data collection window will be available in Single Sign-On from May 3, 2021 through June 18, 2021. A guidance for the completion of the TLE Qualitative Report for those granted the waiver will be made available on the TLE webpage.

For those districts not requesting a waiver for the TLE Qualitative Evaluation, district evaluation ratings, indicator/element scores and Professional Learning Focus information for each certified educator in the district, with the exception of the district superintendent, will be collected beginning May 3, 2021 on the TLE Qualitative Report. The TLE Qualitative Report guidance document will be available on the TLE webpage.

Sincerely,

**District Superintendent's Signature:** \_\_\_\_\_

**Board President's Signature:** \_\_\_\_\_



**OKLAHOMA  
Education**