NAME

Thank you for providing the list of teachers that were evaluated by the randomly selected administrators during the 2014-2015 school year.

The teachers that were randomly selected are listed at the end of this email. At this time, the SDE needs the following documents scanned and submitted to a secure website for each teacher on the list by Friday, February 5, 2016. Teacher/student names may be redacted prior to scanning.

1. Individual Professional Learning Plan (IPLP) or other document indicating the teacher’s professional development goals for the 2014-2015 school year.
2. Teacher ‘s Evaluation
	1. Professional Practice Portion
	2. Student Achievement Portion
3. Teacher Observations

**Please organize the files by each individual teacher. This may be completed by either one scanned document per teacher, or upload an individual file folder for each teacher that contains the documents for that teacher.**

The attached document titled “*Secure Site Upload-Download Directions*” provides information on how to upload your documents. Your username and password are:

* Username/Account:
* Password:

Once you have uploaded all requested documents, please email me indicating that all files have been uploaded.

If you have any questions or concerns, please email me, or call me at (208) 332-6886.

**List of Randomly Selected Teachers**