



Littleton Public Schools

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Teach Point Forms and Process

Below is a list of the forms that are available in Teach Point and a description of how we will use each of them.

- Educator Plan Form
 - Opened and shared by the person being evaluated.
 - This form will be used to document the self-assessment and goal setting process.
 - Upon finalization of the plan between educator and evaluator, both parties will electronically sign this plan.
 - Changes will not be made to this plan.
 - Evidence will not be uploaded to this plan.
 - In the event that the educator and evaluator agree that changes need to be made (such as adding action steps or adjusting timelines), said changes will be documented in the “Progress Towards Goal” section of the Summative Evaluation Report Form by adding an attachment.
- Educator Response Form
 - Opened and shared by the person being evaluated.
 - The educator will use this form to formally respond (if they choose) to their Formative or Summative Evaluation Report Form after it is completed and electronically signed by the evaluator.
- Note
 - Opened and shared by the evaluator
 - This note can be used to provide feedback to the educator that is related to behaviors/practices/accomplishments outside of the observed classroom setting.
- Observation Form – Unannounced
 - Opened and shared by the evaluator.
 - This form will be used to document an unannounced observation.
 - This form will be used to provide the educator with written feedback based on the observations made during an unannounced observation.
- Pre-Observation Form – Announced
 - Opened and shared by the evaluator.
 - Prior to an announced observation, the educator will complete this form and attach to it any related materials such as a lesson plan, rubric, assessment, and/or instructional materials.
- Observation Form – Announced
 - Opened and shared by the evaluator.
 - This form will be used to document an announced observation.
 - This form will be used to provide the educator with written feedback based on the observations made during an announced observation.
- Formative Evaluation Report Form
 - Opened and shared by the evaluator.
 - This form will be used by the evaluator to provide the educator with formative written feedback and ratings (if required) about his/her progress towards attaining the goals set forth in the Educator Plan and/or his/her performance related to the Performance Standards
 - Evidence will not be uploaded to this form
- Summative Evaluation Report Form
 - Opened and shared by the evaluator.
 - This form will be used by the evaluator to provide the educator with summative written feedback and ratings about his/her progress towards attaining the goals set forth in the Educator Plan and his/her performance related to the Performance Standards.
 - Throughout the evaluation cycle, the evaluator and educator will upload evidence related to the attainment of goals and the performance standards to this form.

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Lyn Snow, District Equity Coordinator at 978-540-2500, lsnow@littletonps.org or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.