MONTGOMERY COUNTY PUBLIC SCHOOLS

Administrator Summary Report
in Lieu of a Formal Observation

Professional Growth System
Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

INSTRUCTIONS

Evaluators or their designated qualified observers may use this form to provide comments on *one or two data sources* as anecdotal evidence from the second semester of the current school year related to one or two of the Administrator standards in lieu of a formal observation for the second semester for principals on a trajectory of being highly effective and other administrators who are on the trajectory of meeting all standards. A conference shall be held to discuss the standard, claims and data sources utilized. Data sources utilized will be kept in the employee's school file, along with a copy of the Summary Report.

EMPLOYEE INFORMATION

Administrator: _____ Position: _____

Evaluator: _____ School/Office: _____

STANDARDS

Standard: _____
Data Sources & Comments

Standard: _____
Data Sources & Comments

SIGNATURES

Administrator's Signature: _____ Date: _____/_____/_____

Evaluator's Signature: _____ Date: _____/_____/_____

(The administrator's signature indicates that the administrator has read and reviewed the Administrator Summary Report, not necessarily that the administrator concurs with the contents.) Administrators may choose to attach comments.

Montgomery County Public Schools
Administrator Summary Report
Criteria for Success

The summary report uses the Administrator Summary Report form and includes…	
Heading	• Names, position, school/office name
CEI Paragraphs	• At least two claims written in the present tense • Correct use of terminology from *OAT* and the *PGS*
	• Adequate and matched evidence to support the claims • Evidence from *multiple sources* (data analysis, communication with parents or staff, meeting agendas, SIP documents, etc.) that support specific claims
	• Impact that is specific, including quantitative data when possible • A cause-effect relationship between the claim and evidence
Signature Lines	• Administrator's and evaluator's signature • Date report was shared with the administrator