



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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**To:** HR Directors

**From:** Lynne Johnson, Ed.D., Director, Educator Effectiveness  
Thomas R. Tomberlin, M.Ed., Director, District Human Resources, NCDPI

**Date:** June 3, 2013

**Re:** Transitioning Evaluation Data into Home Base

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As we prepare to move the online North Carolina Educator Evaluation System (NCEES) into Home Base, we are making you aware of initial transition steps. In order to transition evaluation data into the new platform, all evaluation processes, forms, and records must be complete in the current online tool prior to June 30, 2013. We are working hard to keep the same process you have used for several years, but we are replacing the current online tool with a new delivery platform based on Truenorthlogic software. The June 30 lockdown date applies to *both* the teacher and AP/Principal tools. After June 30, the current platform will no longer be available, and this deadline cannot be extended because we will begin our process to move the evaluations to the new platform beginning July 1.

We are creating a PDF image of each evaluation that has been recorded in the current tool. We will load the PDF images for all three years of evaluations (2010-11, 2011-12 and 2012-13) onto a secure site on the new NCEES application platform, and districts will have ongoing access to their local evaluations (aforementioned PDF images) on this secure site. Districts will have access to these historical evaluation files beginning mid to late August, 2013, and will continue to have access to these files for the foreseeable future, so there should be no need for local archiving. Since we are archiving all of the evaluations on the secure site at a statewide level, McREL will not accept district batch file requests from individual districts since delivering these files will significantly slow down the statewide archiving process.

The Principal and Assistant Principal Evaluation processes for the 2013-2014 school year should follow the standard timelines. Districts should continue to use the processes and forms found in the Principal Evaluation Process Manual, <http://ncees.ncdpi.wikispaces.net/NC+Principals>. Districts may begin putting Principal and Assistant Principal Evaluation data into the new NCEES online tool in Home Base in October 2013, which is the date when the Principal and Assistant Principal forms will be available in the new system.

## EDUCATOR EFFECTIVENESS

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