

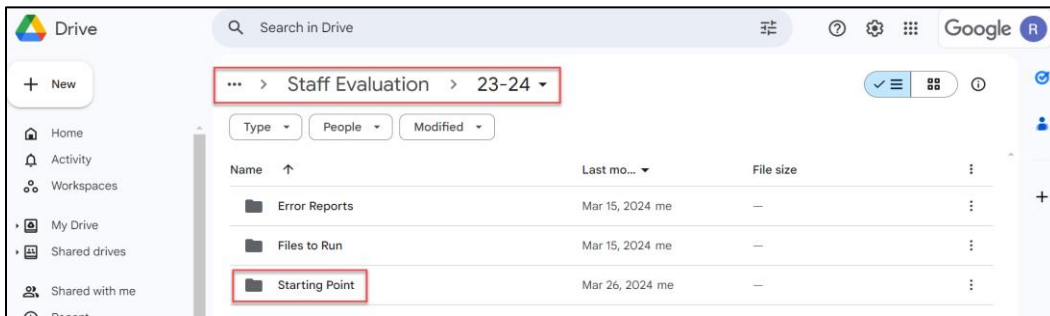
Staff Evaluation Collection Instructions

Overview

The intention of the Staff Evaluation Collection is to capture the current year final evaluation ratings for personnel at all Colorado School Districts. This collection was introduced in the 22-23 school year and CSI schools were not required to complete it given that all schools have the appropriate waivers to zero-fill the evaluation data. CDE has since determined that CSI must also complete this collection and capture any new **Teachers, Specialized Service Providers, or Principals** that have been hired since the close of the previous HR Collection. This would include the following Job Classifications Codes: **105, 106, 201, 202, 206, 211, 216, 222, 223, 231, 233-238**, and code **242** from the [File Layout](#). For schools who have new hires in those Job Classifications, please follow the below steps.

Steps to Complete

1. CSI has provided you with your starting point files within the 24-25 Staff Evaluation folder within HR (HR> Staff Evaluation> 24-25> Starting Point). The starting point file is essentially the last submitted, error free files your school provided CSI from 24-25 HR data collection.



2. Navigate to the bottom of the spreadsheet and complete all fields on the Staff Profile and all highlighted fields on the Staff Assignment for any newly hired staff.
3. Rows that include any 1) new staff added or 2) existing staff data modified need to be highlighted.
4. Return the updated files to the Staff Evaluation Files to Run folder (HR>Staff Evaluation>24-25>Files to Run).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S													
1	ADMIN	UP	DISTRICT	SSN	STAFF	EDID	FIRST	NA	LAST	NAME	GENDER	BIRTH	DA	SCHOOL	SPED	STA	JOB	CLAS	START	DA	END	DATE	EMPLOY	NUM	CON	HOURS	WH	HOURLY	F	BASE	SAL	TEACHING
29	00010	0001				12463441					01	08071980	0	0	0	0	0	1	0	1550	08022023	15	12	00								
30	00010	0001				44125171					01	09191980	1	0	0	0	1	0	1560	07312023	10	02	00									
31	00010	0001				71268863					01	01141981	0	0	0	0	1	0	1550	07262023	03	03	00									
32	00010	0001				123456789	62347577	Mary	Anne	Test	01	12012004	0	0	0	0	1	0	1550	01052024	15	12	00									
33	00010	0001				987654321	28112807	Bill	Johnson		02	01091999	1	0	0	0	1	0	1560	02182024	10	02	00									
34	00010	0001				192837465	12310361	Jane	Simpson		01	02212001	0	0	0	0	1	0	1550	12212023	03	03	00									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S											
1	ADMIN	UP	DISTRICT	SSN	FIRST	NAI	LAST	NAME	GENDER	BIRTH	DA	SCHOOL	SPED	STA	JOB	CLAS	START	DA	END	DATE	EMPLOY	NUM	CON	HOURS	WH	HOURLY	F	BASE	SAL	TEACHING
29	00010	0001	0	70541285					01	11251999	0657	0000	415	08252023		11	200	0200	01800	000000	0000									
30	00010	0001	0	83372225					01	05211998	0657	0000	415	09252023		11	200	0400	01800	000000	0000									
31	00010	0001	0	62033377					01	12082097	0657	0000	201	0915		11	165	0800	00000	033821	0010									
32	00010	0001	0	28562807					01	01091968	0657	0000	506	09192023		11	200	0400	01900	000000	0000									
33	00010	0001	1	20310361					01	02211991	0657	0000	238	08032020		11	185	0800	00000	040045	0000									
34	00010	0001	0	62347577	Mary Anne	Test			01	12012004	0657	0000	201																	
35	00010	0001	0	28112807	Bill	Johnson			02	01091999	0657	0000	105																	
36	00010	0001	1	12310361	Jane	Simpson			01	02212001	0657	0000	238																	

- - All PII data has been removed from the screenshots for privacy purposes.



CSI will then combine all the new records into one CSI-wide file for both the Staff Profile and the newly created Staff Evaluation file. These files will be processed, and error reports will be parsed out to schools and available in the Error Reports folder. Once the files are error free, a snapshot will be run, and schools will be provided with level 2 errors. All corrections should be made on your originally submitted files. Below lists all the deadlines for this collection. Dates are also available in the [24-25 CSI Data Submissions Calendar](#).

Lastly, please be sure to email CSI if you have *not* had any new hires within those Job Classifications since the 23-24 HR Collection.

24-25 Staff Evaluation Deadlines

- May 21st, 2025 – Initial Submittal Deadline
- June 6th, 2025 - Level 1 error clearance deadline
- June 26th, 2025 – Level 2 errors cleared.