

HIGHLY QUALIFIED STATUS CONTENT EVALUATOR REQUEST FORM

Some evaluators may not have the specific content knowledge to determine content mastery during an educator's evaluation for Highly Qualified status. If this situation exists, the option to include a qualified educator (a National Board Certified teacher with specific content knowledge, an instructor in the content area from an institution of higher education, or a peer with Highly Qualified status in the content area) to collaborate with the evaluator in assessing content knowledge can be used.

This collaboration can be initiated by either the evaluator or the educator **prior to the beginning of the evaluation cycle** and must be mutually agreed upon by signing the form below. The collaborating educator must be trained in the Framework for Evaluation and Professional Growth before the evaluation cycle begins, and his/her specific input will be information on content knowledge which may be gathered through observation, educator conferences, and/or review of an evidence file provided by the educator being evaluated. A written report of the findings of the collaborating educator should be included in the completed evaluation file.

EDUCATOR NAME: _____

EVALUATOR NAME: _____

SYSTEM: _____

SCHOOL: _____

HIGHLY QUALIFIED STATUS CONTENT AREA: _____

PROPOSED EVALUATION CYCLE START DATE: _____

By our signatures below, we mutually agree that a qualified educator (as defined above) collaborate on the evaluation of content mastery for Highly Qualified status.

Educator/Date

Evaluator or Observer/ Date