



# Anecdotal Notes

Overview for Teachers/NTPs

# What is an **Anecdotal Note**?



**Anecdotal Notes** are initiated and completed as desired by supervisors and/or teachers. **Anecdotal Notes** provide a means for supervisors and/or teachers to document and share additional evidence that might not be observed during a Walkthrough or Formal Observation.

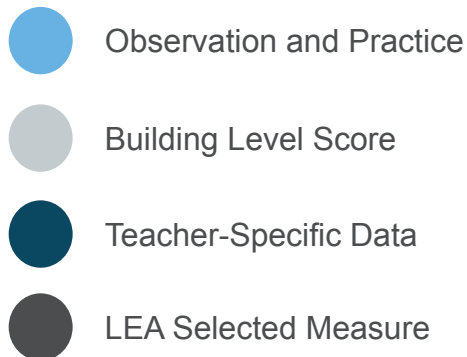
For example, teachers can use **Anecdotal Notes** to share evidence about their practice, including authentic assessments, unit plans, communications with families, or anything important to note, allowing them to build a portfolio of artifacts. Similarly, supervisors can use **Anecdotal Notes** to document positive aspects about a teacher's practice or leadership within the school/district.

# 13-1 SUMMATIVE RATING FORMS

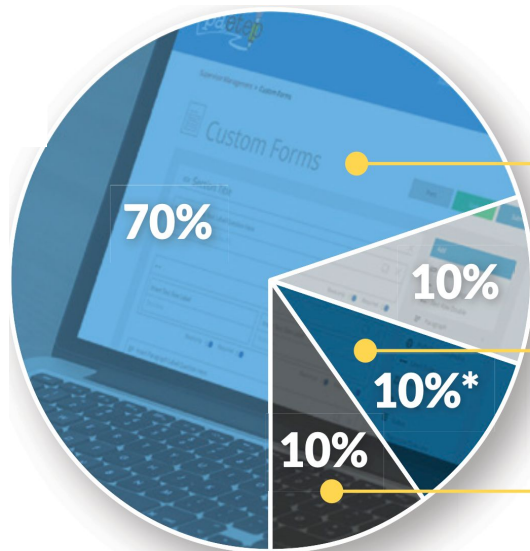
## CLASSROOM TEACHER RATING FORM (13-1)

Building Level Data Available

### FINAL EFFECTIVENESS RATING MEASURE



### WEIGHTED PERCENTAGE



### PAETEP MODULES & SUPPORTING EVIDENCE

Formal Observations  
Stand-Alone Rubrics  
Differentiated Observations  
Walkthroughs

#### **Anecdotal Notes**

Custom Forms

Teacher-Specific Data  
2.5% from Student Performance on Assessments  
Differentiated  
5% from Growth (Value-Added/PVAAS)  
2.5% from IEP Goals Progress

Student Performance Measures (SPM)

According to Act 13, Classroom Teachers who are Professional Employees should be evaluated annually with a 13-1 Annual summative rating form. Classroom Teachers who are Temporary Professional Employees should be evaluated twice per year with a 13-1 Semi-Annual summative rating form. NOTE - 100% of the final score on the 13-1 Semi-Annual will come from the Observation and Practice evidence.

# 13-2 SUMMATIVE RATING FORMS

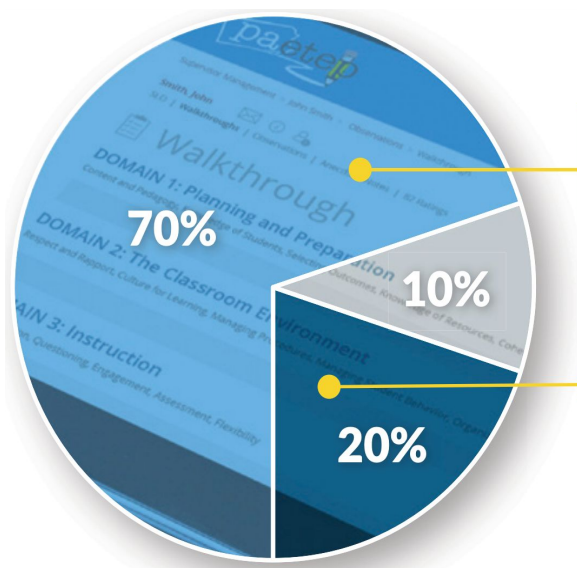
## PRINCIPAL RATING FORM (13-2)

Building Level Data Available

### FINAL EFFECTIVENESS RATING MEASURE

- Observation and Practice
- Building Level Score
- Performance Goals

### WEIGHTED PERCENTAGE



### PAETEP MODULES & SUPPORTING EVIDENCE

NTP Observations  
Walkthroughs  
**Anecdotal Notes**  
Custom Forms

Performance Goals (PG)

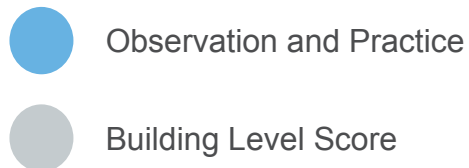
According to Act 13, Principals, Assistant / Vice Principals, CTC Directors, and Supervisors of Special Education should be evaluated annually with a 13-2 Annual Summative Rating Form.

# 13-3 SUMMATIVE RATING FORMS

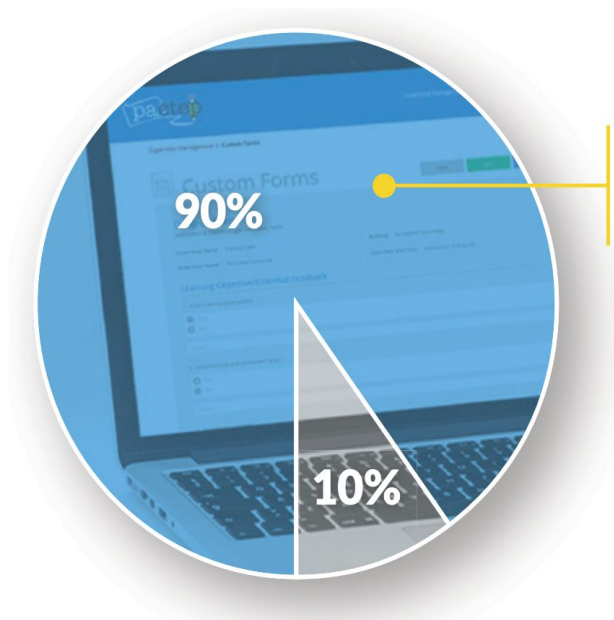
## NONTEACHING PROFESSIONAL RATING FORM (13-3)

Building Level Data Available

### FINAL EFFECTIVENESS RATING MEASURE



### WEIGHTED PERCENTAGE



### PAETEP MODULES & SUPPORTING EVIDENCE

Formal Observations  
Stand-Alone Rubrics  
Differentiated Observations  
NTP Observations  
Walkthroughs  
**Anecdotal Notes**  
Custom Forms

According to Act 13, NTPs (including educational specialists, instructional professionals other than classroom teachers, and supervisory professionals other than supervisors of special education) should be evaluated annually with a 13-3 Annual summative rating form. NTPs who are Temporary Professional Employees should be evaluated twice per year with a 13-3 Semi-Annual summative rating form. Note – 100% of the final score on the 13-3 Semi Annual will come from the Observation and Practice evidence.

# Step-by-Step Guide

Supervisor

**Step 1** - Supervisor creates an Anecdotal Note, enters comments and uploads evidence, and submits the completed Anecdotal Note to the receiving user.

Note: Employees (Teachers/NTPs) can also initiate an Anecdotal Note

Employee

**Step 2** - Employee (Teacher/NTP) reviews the completed Anecdotal Note and enters follow-up comments/evidence if appropriate, and submits.

Supervisor

**Step 3** - Supervisor returns to the completed Anecdotal Note in the future, enters additional comments/evidence, and resubmits to the receiving user... or... creates a new Anecdotal Note

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## Summary

## Walkthroughs

## Observations

## Anecdotal Notes

## Open

2023-24

!	Year	Evaluation Type	Evaluator	Status	Date Created	Actions

## Completed

Active

School Year

!	Year	Evaluation Type	Evaluator	Status	Date Created	Actions
	2023-24	Anecdotal Note	Paulette Principal	Completed	10/3/2023	Actions
	2023-24	Walkthrough	Paulette Principal	Completed	10/3/2023	Actions
	2023-24	Anecdotal Note	Denise DistrictAdmin	Completed	9/28/2023	Actions
	2023-24	Anecdotal Note	Paulette Principal	Completed	9/28/2023	Actions
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	2023-24	Walkthrough	Paulette Principal	Completed	9/28/2023	Actions
	2023-24	Formal	Paulette Principal	Completed	9/28/2023	Actions

Click Here

## User Summary - Teri Teacher

+ Create New Observation

Summary

Walkthroughs

Observations

Anecdotal Notes

← All Anecdotal Notes

### Anecdotal Note (2023-24)

Attachments 0

Evaluator: Paulette Principal

Date: 10/3/2023

Submit

Review

#### Domain 1 - Planning

1a. Content Knowledge, 1b. Student Knowledge, 1c. Setting Outcomes, 1d. Resource Knowledge, 1e. Coherent Instruction, 1f. Student Assessment

Paulette Principal

Published

10/3/2023 12:20:36 PM

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+ Add Comment

Click Here

#### Domain 2 - Classroom Environment

2a. Environment of Respect, 2b. Culture for Learning, 2c. Classroom Procedures, 2d. Student Behavior, 2e. Physical Space

Paulette Principal

Published

10/3/2023 12:20:37 PM

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+ Create New Observation

Summary

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Observations

Anecdotal Notes

← All Anecdotal Notes

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Attachments 0

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Comment

Add Comment

Unsaved

+ Attach File

Save Comment

+ Publish Comment

Cancel

User Summary - Teri Teacher

+ Create New Observation

SummaryWalkthroughsObservationsAnecdotal Notes

< All Anecdotal Notes

Anecdotal Note (2023-24)

Evaluator: Paulette PrincipalDate: 10/3/2023

Attachments 0

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Click Here

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+ Attach File

Save Comment

+ Publish Comment

Cancel

Feedback

12

Domain 1 - Planning

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Paulette Principal

Published

10/3/2023 12:20:36 PM

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Saved

+ Attach File

Save Comment

+ Publish Comment

Cancel

✓ Success  
Anecdotal submitted.

✓ All of your comments have  
been published.

Success

User Summary - Teri Teacher

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2023-24

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**Anecdotal Note Complete**



# Questions? We are here to **Help**.



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## **Help**

[paetep\\_support@edulinksolutions.com](mailto:paetep_support@edulinksolutions.com)