

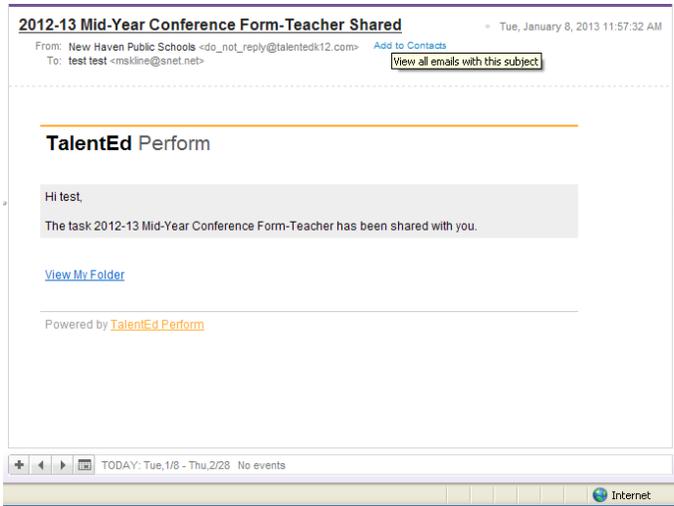
# Mid-Year Conference Process 2012-13

## Directions for Teachers

Based on feedback from teachers and instructional managers the mid-year conference form in TalentEd has been changed from separate Teacher and IM forms to one shared form. On the shared form teachers will have edit rights for their sections and view only rights for IM sections and the IM will have edit rights for IM sections and view only rights for teacher sections.

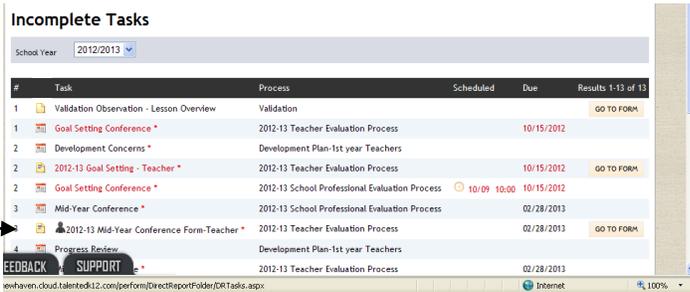
### Before the Mid-Year Conference

Your Instructional Manager will initiate the process by sharing the 2012-13 Mid-Year Conference Form-Teacher with you. You will receive email notification from TalentEd that the form has been shared.



From your email you can click on View my Folder to go to TalentED.

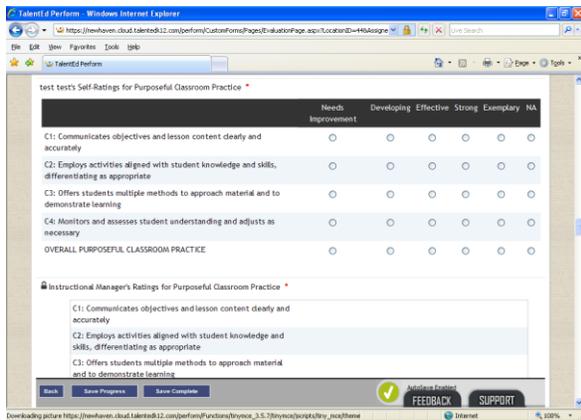
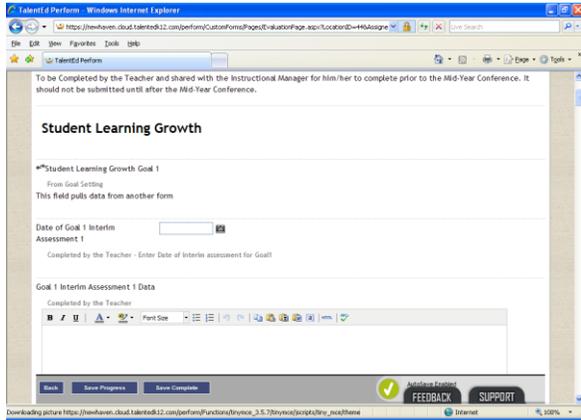
You will see the shared form in your Incomplete Tasks folder.



There will be a person icon next to the form name to indicate that it is a shared form.

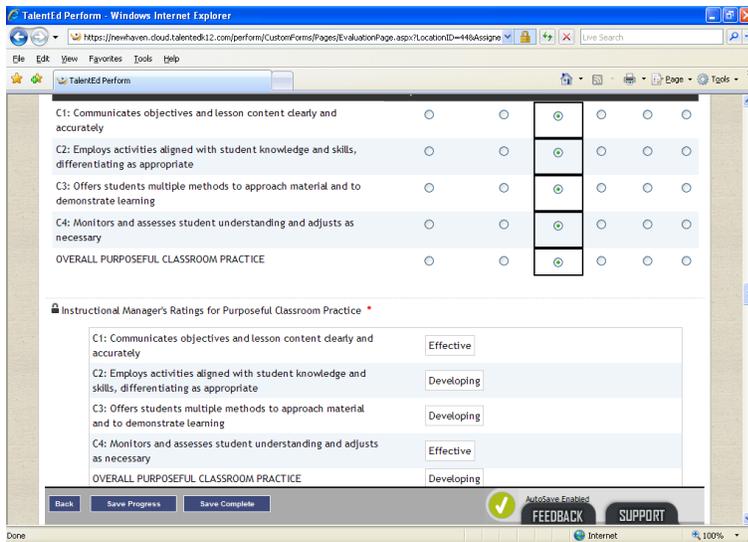
When you click on GO TO FORM you can view the shared form and enter your information (interim student data and self-ratings).

You will be able to enter your interim data and self-ratings but the Instructional Manager ratings sections will be locked.



Teachers may Save Progress as they are completing their sections. IMs will not be able to see teacher entries until the teacher clicks on SAVE COMPLETE. This will end the sharing. The IM will receive email notification from TalentEd that the teacher has completed the form.

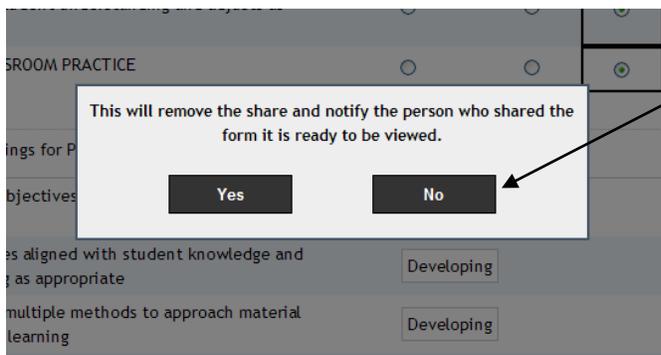
As your IM works on his/her sections he/she may make the entries visible by sharing the form again.



If the IM shares the form again the teacher will be able to see both the IM's entries and his/her own.

Notice that the IM's entries are locked.

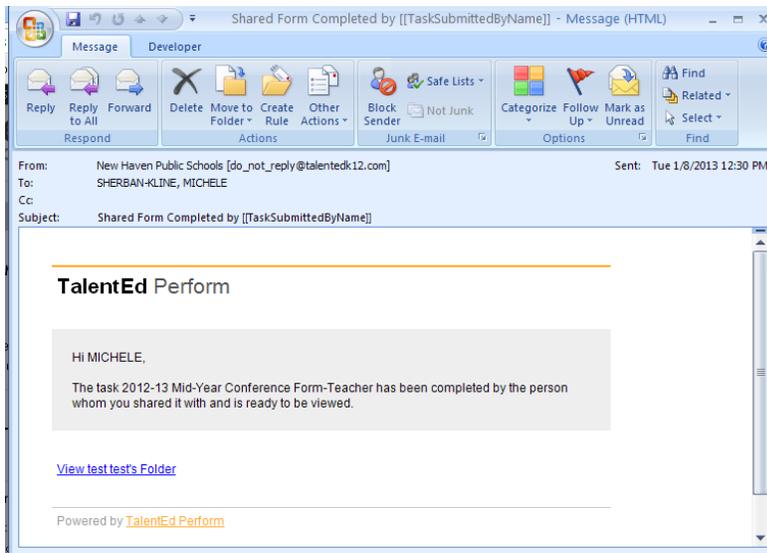
When you are done entering your interim data and self-ratings you must click on SAVE COMPLETE. The following message will appear:



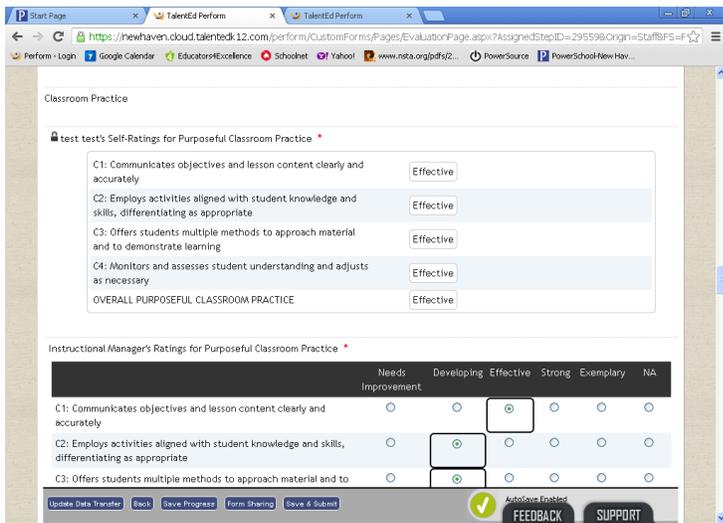
When you click on Yes, an email notification is sent to the IM and the your entries become visible to the IM.

The form disappears from your Incomplete Task Folder.

If you need to make any additional entries the form needs to be shared again by the IM.



Your IM will receive email notification when you submit your completed form.



The IM can now see the teacher's self-ratings but notice they are locked.

During the Mid-Year Conference (the form does not need to be completely filled out before meeting)

The IM and Teacher meet to discuss the teacher's performance.

This is the heart of the process. The process is not designed to be an exchange of forms. The mid-year conference should be an opportunity for the teacher to receive substantive feedback on his/her performance, share concerns, and receive support. The meeting should be scheduled with enough time to engage in a meaningful conversation, the typical mid-year conference is 30-60 minutes.

### After the Mid-Year Conference

- If the teacher needs to make any changes to his/her sections the IM will need to share the form with the teacher.
- The IM marks the mid-year conference meeting as done and enters the date they met.
- It is recommended that the IM share the completed form with the teacher before clicking on SAVE & SUBMIT.
- Once the form is finalized the Instructional Manager will SAVE & SUBMIT. This will lock the form and send the finalized form to the Teacher's Signature folder for Review.
- The teacher will review the form, add any additional comments, and electronically sign the form acknowledging its receipt. You must sign the form even if you do not agree with the ratings or comments. Signing allows you to make a statement if you do not agree.
- Once the teacher has signed the form it will be sent to the IM's signature folder for final review, additional comment and the IM's signature. The form is not complete until the IM has signed it.

All Mid-Year conference forms should be complete by February 28, 2013.