<**Date of Submission**>

Dr. Deann Collins

Deputy State Superintendent of Teaching and Learning

Maryland State Department of Education

200 W. Baltimore Street

Baltimore, MD 21201

Dear Dr. Collins:

This letter is to inform you that the 2021-2022 Teacher Effectiveness Evaluation results for <insert **Local School System Name**> was uploaded to the designated Maryland State Department of Education (MSDE) server. The information below will provide important context for these results.

Following the guidance outlined in the data collection manual, the uploaded results include student growth measures weighted at (<insert **Percent of Model**>%) and professional practice measures weighted at (<insert **Percent of Model**>%). The evaluation of professional practice was conducted according to the <insert name of **Local School System Evaluation Framework**>.

Our school system has <insert **number of teachers [and staff if applicable] who did not receive an evaluation rating**> who were not evaluated due to <**Reasons for no evaluation**>.

Our school system has used the code “Other” for <insert **relevant fields**>, when this code is used it means that <insert **description of what code represents**>.

Our school system utilized the following cut scores for our effectiveness ratings:

|  |  |  |  |
| --- | --- | --- | --- |
| Rating | Professional Practice Minimum Cut Score | Student Growth Minimum Cut Score | Total Effectiveness Minimum Cut Score |
| Highly Effective |  |  |  |
| Effective |  |  |  |
| Developing |  |  |  |
| Ineffective |  |  |  |

\*In the case the system does not employ a given rating, record N/A for the cut off score.

If you have any questions, please contact <**Sender’s email**>.

Sincerely,

<**Signature**>

<**Signer’s Printed Name**>

<**Signer’s Position**>

 <**Signer’s School System**>

CC:

Katherine Stewart, Ph.D., Evaluation Data, Research, and Analysis Specialist, Division of Career and College Readiness, Maryland State Department of Education

Lori Ellis, Coordinator of Leadership Development, Office of Leadership Development and School Improvement, Maryland State Department of Education