

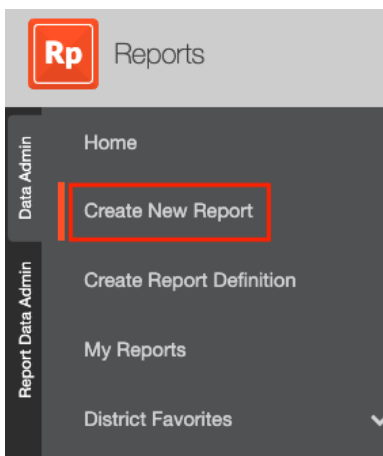
## Historical Evaluation Summary Report

This report is located in the Reports Application. It allows current year Evaluators or Evaluation Monitors to print current or prior year Final Evaluations for staff.

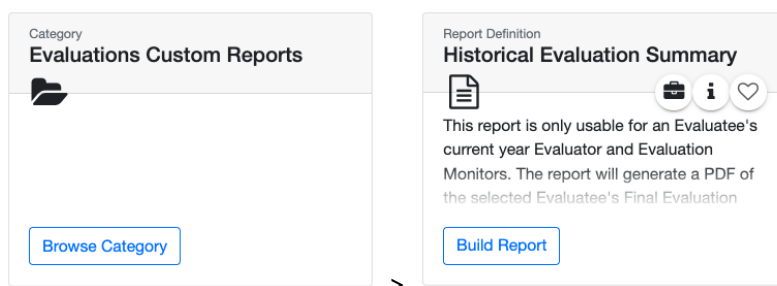
It also allows Evaluators and Evaluation Monitors to print prior year Final Evaluations for staff that has LEFT the district. (Prior to this report's availability, the district had to add a current year evaluation record to access a way to print.)

**Data Access restricted:** The report does check to ensure the user has permission to see the selected Evaluatee's evaluations data either as a current year Evaluator for the selected Evaluatee or an Evaluations Monitor.

Log into SchoolData.net at [\[yourdistrict\].schooldata.net/v2/report-manager](https://yourdistrict.schooldata.net/v2/report-manager) with your SchoolData.net username and password.



Click **Create New Report** > **Evaluations Custom Reports** > **Historical Evaluation Summary** to generate the Report.



Click **Build Report**. Select a **School Year and Evaluatee**. Click **Save And Generate** or click the arrow to choose **Generate Report**.

### Historical Evaluation Summary

View Description
Save And Generate ▼

School Year \*

(1) ▼
17/18
⊖

Evaluatee \*

(1) ▼
Sharon Strauss
⊖

A message will note that the report is going to be generated. You will receive an email and a notification in the application when the report is ready for downloading.

Debbie ▼
1
?

**Notifications** Dismiss all Notifications

File Ready to Download

The file 'Historical Evaluation Summary Report 12\_21\_2018.pdf' is ready to download.

[Click here](#) to download it now.

12/21/18 5:17 PM Dismiss

### Example of Report Results

## Annual Evaluation Summary



Year: 2021/22    Educator: Sharon Strauss - Sds Employee    Level/Year: Teacher - Focus Yr1    Primary Evaluator: Debbie Tearle - Sds Staff

	Final Evaluation - Teacher
Criterion 1: Centering instruction on high expectations for student achievement <span style="float: right; font-weight: bold; color: #0070c0;">FOCUSED</span>	3
1.1 (2b) Establishing a Culture for Learning <span style="float: right; font-weight: bold; color: #0070c0;">FOCUSED</span>	3
1.2 (3a) Communicating with Students <span style="float: right; font-weight: bold; color: #0070c0;">FOCUSED</span>	3
1.3 (3c) Engaging Students in Learning <span style="float: right; font-weight: bold; color: #0070c0;">FOCUSED</span>	3